

# Cultural Arts Facilities Expansion (CAFE) Program – Round 2

*Sample Application*

July 15, 2025



# Program Overview

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CAFE provides **tax credits** for large scale **capital projects for arts and cultural venues** throughout New Jersey. The most up to date information and more resources about this program can be found at [www.njeda.gov/cafe](http://www.njeda.gov/cafe)

## AWARD COVERAGE

Awards range from \$5 Million to \$75 Million for 100% of eligible project costs.



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## KEY ELIGIBILITY REQUIREMENTS

- $\geq$  \$5 MM cultural arts project
- Cultural arts institution (applicant) will have ownership or lease in the cultural arts facility
- Operate for 5 years after construction
- Open to the public
- Construction must not have started before application submission with some exceptions
- Prevailing wage applies for construction and building services through the end of eligibility period



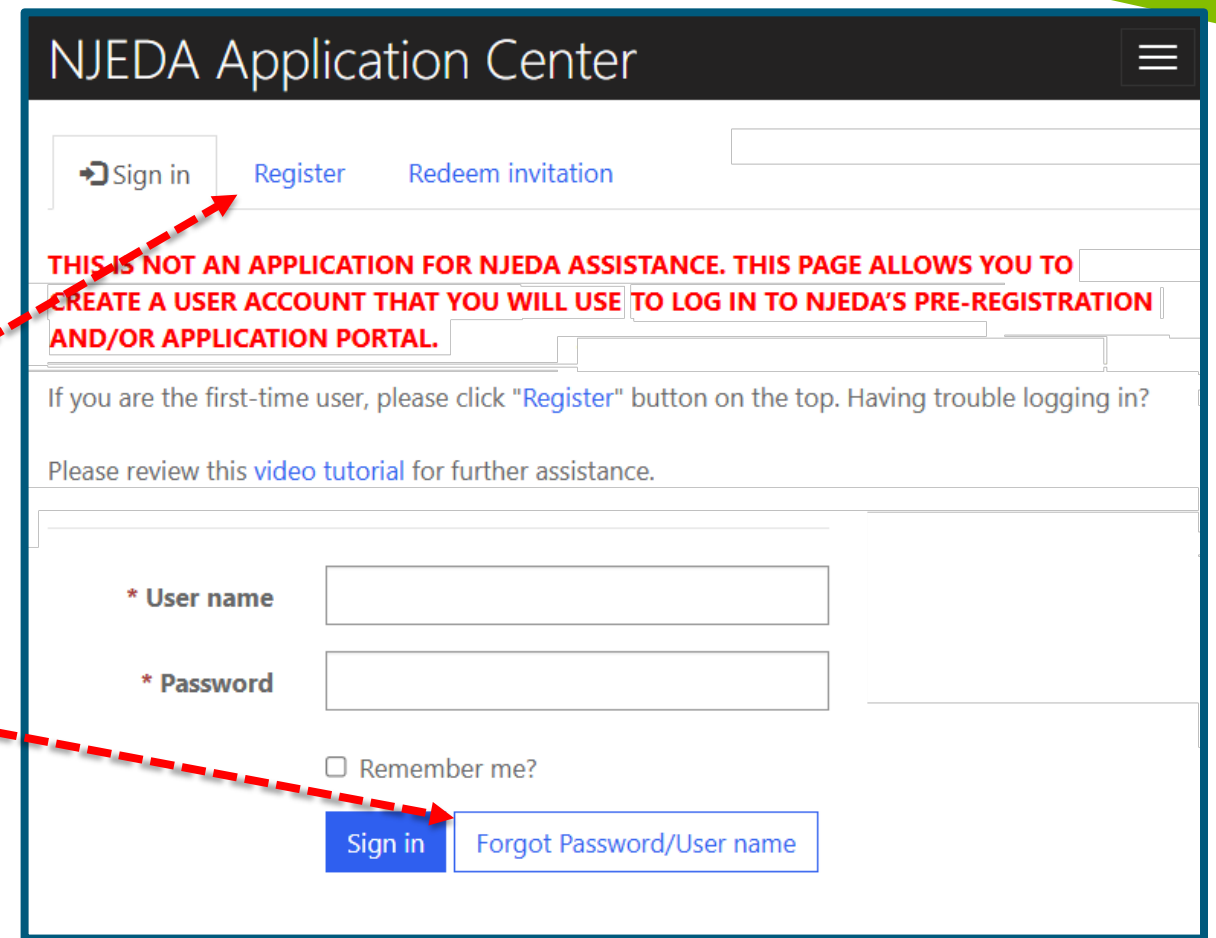
**APPLICATIONS WILL OPEN ON Monday April 7<sup>th</sup> AT 10 AM AND BE  
ACCEPTED UNTIL Friday June 6<sup>th</sup> at 5 PM**

# NJEDA Application Center Sign-In Page

Visit the NJEDA Application Center through the webpage of the specific NJEDA program you are interested in or by going to the general log-in page at <https://programs.njeda.com/en-US/NJEDAPrograms/>.

If this is the first time you are using this portal to apply for an NJEDA product, please click the *Register* tab, listed towards the top of the screen.

If you do not have your login information, click on the *Forgot Password/Username* button and follow the instructions. This will send you an email with reset information. Your Username will be included in the email you receive, so please be sure to use your correct username when you sign in.



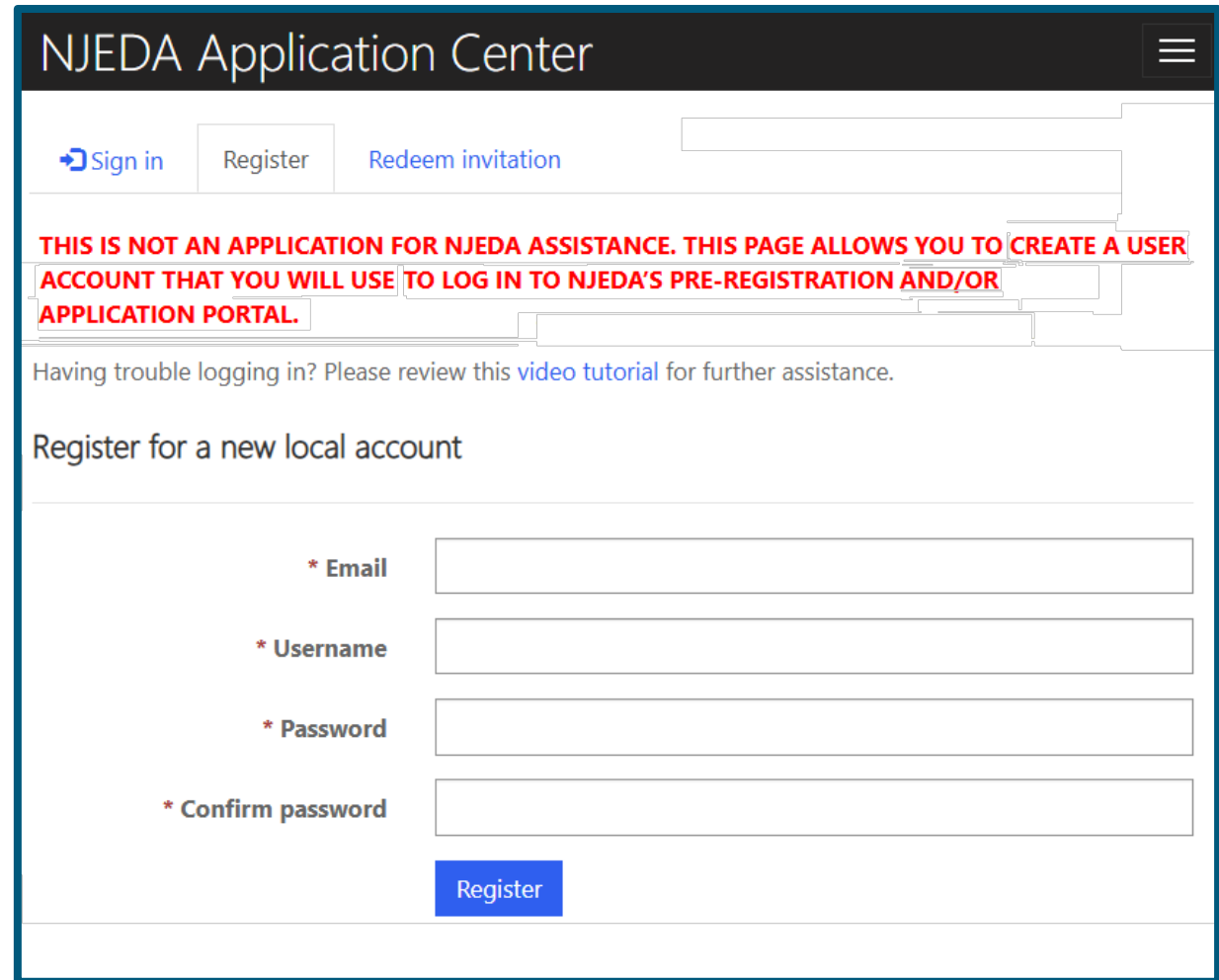
The screenshot shows the NJEDA Application Center sign-in page. At the top, there is a navigation bar with the title "NJEDA Application Center" and a menu icon. Below the navigation bar, there are three tabs: "Sign in" (with a key icon), "Register", and "Redeem invitation". A red dashed arrow points from the "Register" tab to the text below. The text reads: "THIS IS NOT AN APPLICATION FOR NJEDA ASSISTANCE. THIS PAGE ALLOWS YOU TO CREATE A USER ACCOUNT THAT YOU WILL USE TO LOG IN TO NJEDA'S PRE-REGISTRATION AND/OR APPLICATION PORTAL." Below this text, there is a message: "If you are the first-time user, please click 'Register' button on the top. Having trouble logging in? Please review this [video tutorial](#) for further assistance." The main form area contains two input fields: "\* User name" and "\* Password". Below these fields is a checkbox labeled "Remember me?". At the bottom of the form, there are two buttons: "Sign in" and "Forgot Password/User name". A red dashed arrow points from the "Forgot Password/User name" button to the text in the paragraph below the screenshot.

# How to Register Your Email Address

Enter your email, username (which can be the same as your email) and your desired password.

Passwords must contain characters from at least three of the following four classes: uppercase, lowercase, number, and non-alphanumeric (special) characters.

Once information is filled in click *Register* to continue.



The screenshot shows the NJEDA Application Center registration interface. At the top, there's a dark header with the title "NJEDA Application Center" and a menu icon. Below the header, there are three tabs: "Sign in" (with a blue arrow icon), "Register" (selected), and "Redeem invitation". A red warning message is displayed: "THIS IS NOT AN APPLICATION FOR NJEDA ASSISTANCE. THIS PAGE ALLOWS YOU TO CREATE A USER ACCOUNT THAT YOU WILL USE TO LOG IN TO NJEDA'S PRE-REGISTRATION AND/OR APPLICATION PORTAL." Below this, there's a link to a video tutorial for login assistance. The main section is titled "Register for a new local account" and contains four input fields: "\* Email", "\* Username", "\* Password", and "\* Confirm password". A blue "Register" button is located at the bottom right of the form.

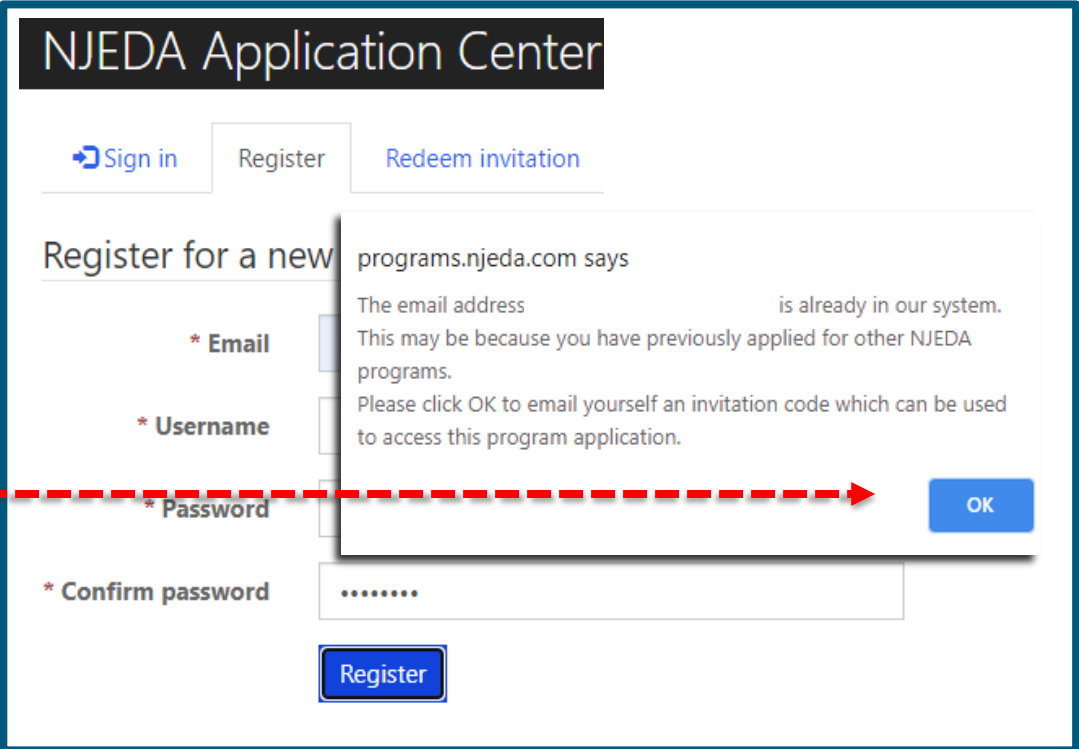


**PLEASE BE SURE TO WRITE-DOWN/SAVE YOUR USERNAME AND PASSWORD**

# If Your Email is Recognized By the Application Portal

If you attempt to register with the Application Center, but your email address is already in the system, you will receive a pop-up notice stating that you will need to send yourself an invitation code to access your account.

Begin this process by clicking on the blue “OK” button within the pop-up box and follow the prompts.



The screenshot shows the NJEDA Application Center interface. At the top, there are three tabs: "Sign in" (with a blue arrow icon), "Register", and "Redeem invitation". Below these is a "Register for a new" section with input fields for "Email", "Username", "Password", and "Confirm password". A blue "Register" button is at the bottom. A pop-up message box is overlaid on the right side of the form. The message reads: "programs.njeda.com says The email address [redacted] is already in our system. This may be because you have previously applied for other NJEDA programs. Please click OK to email yourself an invitation code which can be used to access this program application." There is a blue "OK" button at the bottom right of the pop-up. A red dashed arrow points from the text "Begin this process by clicking on the blue “OK” button" to the "OK" button in the pop-up.



**Remember to check your spam/junk folders if you can't locate an email from NJEDA. Emails are sent from [crmnoreply@njeda.gov](mailto:crmnoreply@njeda.gov) (NJEDA NoReply).**

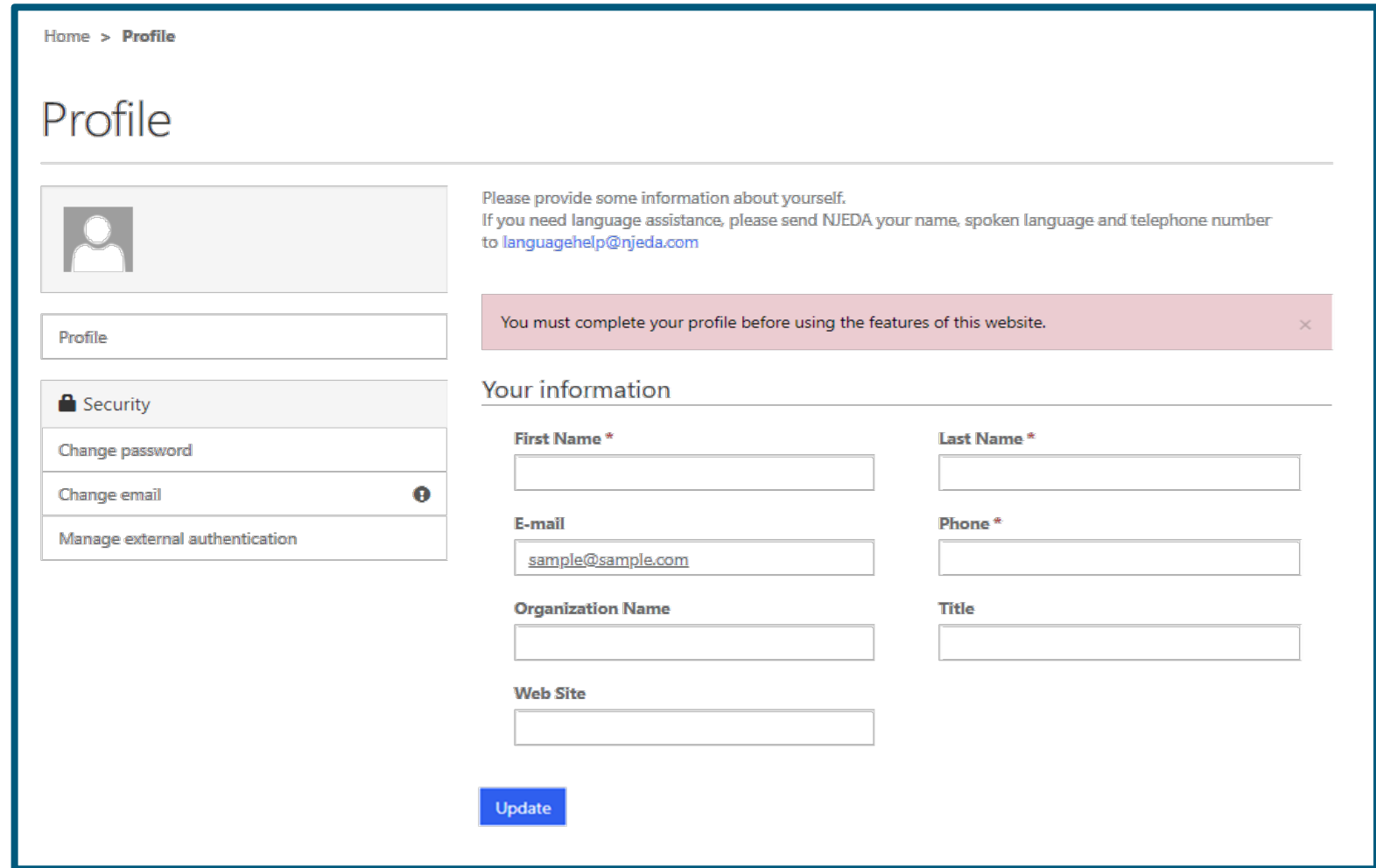
# Setting Up Applicant Profile

## (If Your Email is New and Not Recognized by the Portal)

After registering your email, you will be prompted to fill out your profile information.

Enter the information requested and confirm your email address is correct. This email address will be the primary way the NJEDA contacts your business.

Once complete, click “Update.”



The screenshot shows the 'Profile' setup page in the NJEDA portal. The breadcrumb 'Home > Profile' is at the top. The page title is 'Profile'. On the left, there is a sidebar with a profile picture placeholder, a 'Profile' tab, and a 'Security' section containing 'Change password', 'Change email' (with an info icon), and 'Manage external authentication'. The main content area has a message: 'Please provide some information about yourself. If you need language assistance, please send NJEDA your name, spoken language and telephone number to [languagehelp@njeda.com](mailto:languagehelp@njeda.com)'. Below this is a red alert box stating 'You must complete your profile before using the features of this website.' The 'Your information' section contains input fields for 'First Name \*', 'Last Name \*', 'E-mail' (pre-filled with 'sample@sample.com'), 'Phone \*', 'Organization Name', 'Title', and 'Web Site'. An 'Update' button is at the bottom.

Home > Profile

## Profile

Please provide some information about yourself.  
If you need language assistance, please send NJEDA your name, spoken language and telephone number to [languagehelp@njeda.com](mailto:languagehelp@njeda.com)

You must complete your profile before using the features of this website.

### Your information

**First Name \***

**Last Name \***

**E-mail**

**Phone \***

**Organization Name**

**Title**

**Web Site**

**Update**

# Confirm Your Email Address

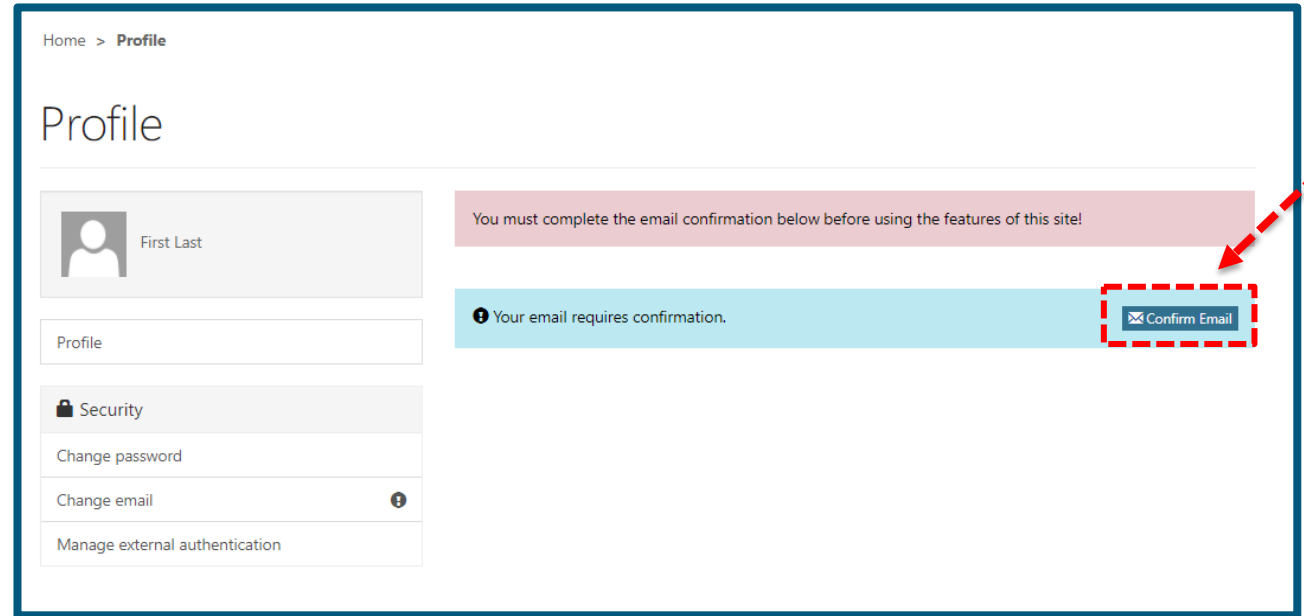
Once your profile information is complete, you need to confirm your email address.

Within the blue box, click on "Confirm Email".

An email will be sent to the email address listed.

Go to your email and follow the instructions within the email.

In order to fully access the application portal, you **MUST** confirm your email address by clicking on the link that is sent to your email.



If you have any issues creating a username or password, redeeming an invitation code, or otherwise logging into the portal, please email us at [CustomerCare@njeda.gov](mailto:CustomerCare@njeda.gov) or call our Customer Care line at (844) 965-1125.

# Select Your Program

After you are fully logged in, the Application Center homepage will have two options at the bottom of the page. Select the *NJEDA Programs* button to see the full list of active NJEDA programs.



On the next page, find and select the program you wish to apply for.

Programs are not listed in alphabetical order, so please read through the entire list if you are having difficulty locating your desired program.

## NJEDA Programs

Welcome to the NJEDA's online application Center.  
Interested in learning more? Please visit us at [NJEDA.gov](https://www.njeda.gov)

Questions about submitting your application? Please contact NJEDA Customer Care at 844-965-1125



# Sample Application

## Welcome

Before beginning the application read through the information provided on the welcome page.

Once ready click “Create New Application” to begin.

**FYI:**

Your application will automatically be saved every time you click the “Next” button.

## WELCOME: Cultural and Arts Facilities Expansion (CAFE) Program Application

You have reached the application page for the Cultural and Arts Facilities Expansion (CAFE) Program.

The CAFE Program is designed to enhance economic development by supporting facilities that are engaged in cultural, arts and cultural education, or artistic enrichment. It provides tax credits based on a percentage of the project's eligible costs. This initiative aims to bolster arts and cultural facilities, contributing to the broader economic and cultural fabric of the state.

The CAFE Program encourages arts and cultural economic development in the State by providing tax credits for five years (the “eligibility period”). The amount of tax credits a Cultural and Arts Institution (or “applicant”) receives is 100 percent of the eligible project costs and is subject to a statutory cap of \$75 million. A project must result in a capital investment of at least \$5,000,000. If the cultural arts facility is part of a larger building, any shared parts like foundations or parking lots can only be counted as project costs in proportion to the square footage that the cultural arts facility occupies in the building. In addition, to ensure that the funding is used as intended, the program prohibits leasing / subleasing for non-mission related activities and other non-eligible uses to 40 percent or 15,000 square feet of the facility, whichever is less.

“Cultural arts institution” or “applicant” means a governmental entity or nonprofit or governmental economic or community development entity incorporated pursuant to Title 15 of the Revised Statutes or Title 15A of the New Jersey Statutes, operating on a not-for-profit basis, and having the primary mission and specific policy goal of cultural, educational, or artistic enrichment of the people of this State. A “cultural arts institution” shall include a for-profit business seeking a tax credit for a cultural arts institution facility primarily open to the public provided that the cultural arts institution facility is receiving a federal historic rehabilitation tax credit pursuant to the federal Internal Revenue Code of 1986, 26 U.S.C. § 47, or a tax credit pursuant to the “Historic Property Reinvestment Act,” N.J.S.A. 34:1B-270 through -276.

The applicant for this program is the cultural arts institution. The applicant must continue to meet the eligibility requirements throughout the project.

“Cultural arts institution facility” means an existing or proposed facility within this State, operated and maintained by a cultural arts institution for cultural arts and that is open to the public. A “cultural arts institution facility” includes, without limitation, an aquarium, botanical society, historical society, library, museum, gallery, performing arts center, arts-based community centers, or any related facility that is principally for the support and benefit of any of the foregoing. The term “cultural arts institution facility” shall not include facilities predominantly used for athletics, recreation, and non-arts-based community centers.

“Cultural arts project” or “project” means a capital project for the construction or improvement of a cultural arts institution facility that is located in the State for which a cultural arts institution is to be awarded tax credits by the Authority under the Program pursuant to a tax credit agreement, provided that the project for which the tax credits are awarded will result in a capital investment of at least \$5,000,000.

The full application requires detailed information and supporting documentation about your entity, lead development entity, co-applicant, affiliates, and the proposed cultural arts project for which you are applying for tax credits.

The application is broken down into numerous sections, with many potential separate pages to be clicked through and completed, depending on your specific circumstances. You will not be able to proceed further into the application without completing all required fields and uploads within the current section. Progress on the application can be saved as you complete each section. At all times, you will be able to go back to sections that you have already completed.

This full application will take several hours to complete. Please read the prompts to questions carefully and provide professionally written responses that address all details requested in the questions in the suggested length of text. Applications submitted with placeholder documents and/or acknowledgements that the requested materials will be provided separately will not be deemed complete and you are advised against submitting applications without all required documentation.

It is HIGHLY RECOMMENDED that you review information (e.g. program rules) and resources (e.g. application checklist, FAQs, and QAs) on the [CAFE webpage](#).

It is also HIGHLY RECOMMENDED to name your files descriptively to assist NJEDA with the review process.

Uploaded file names should:

- Be identifiably connected to the project.
- Accurately describe file contents and application elements
- Denote date modified or file version number.

In the event of any questions, please contact a CAFE team member at [CAFE@njeda.gov](mailto:CAFE@njeda.gov).

### Language Assistance:

ATENCIÓN: si habla español, los servicios de asistencia lingüística, gratuitos, están disponibles para usted enviando un correo electrónico a [languagehelp@njeda.gov](mailto:languagehelp@njeda.gov).

تنبيه: إذا كنت تتحدث اللغة العربية، فإن خدمات المساعدة اللغوية مجانية متاحة لك عبر إرسال بريد إلكتروني إلى [languagehelp@njeda.gov](mailto:languagehelp@njeda.gov)

注意: 如果您說粵語, 可以透過傳送電子郵件至 [languagehelp@njeda.gov](mailto:languagehelp@njeda.gov) 免費獲取語言協助服務。

注意: 如果您說普通話, 可以通過發送電子郵件至 [languagehelp@njeda.gov](mailto:languagehelp@njeda.gov) 免費獲取語言協助服務。

ધ્યાન આપો: જો તમે ગુજરાતી બોલતા હોય તો, તમારા માટે [languagehelp@njeda.gov](mailto:languagehelp@njeda.gov) પર ઇમેઇલ કરવાથી ભાષા સહાય સેવાઓ મફતમાં ઉપલબ્ધ છે.

ध्यान दें: यदि आप हिंदी बोलते हैं, तो [languagehelp@njeda.gov](mailto:languagehelp@njeda.gov) पर ईमेल द्वारा, आप के लिए निशुल्क भाषा सहायता सेवाएं उपलब्ध हैं।

ATTENZIONE: se parla italiano, può usufruire gratuitamente di servizi di assistenza linguistica scrivendo all'indirizzo [languagehelp@njeda.gov](mailto:languagehelp@njeda.gov)

알림: 한국어를 사용하시는 경우, 언어 지원 서비스가 무료로 이메일 [languagehelp@njeda.gov](mailto:languagehelp@njeda.gov) 을 통해 제공됩니다.

UWAGA: Jeśli mówisz po polsku, możesz uzyskać pomoc tłumacza bezpłatnie wysyłając e-mail pod adres [languagehelp@njeda.gov](mailto:languagehelp@njeda.gov).

ATENÇÃO: se você falar português, oferecemos serviços de apoio de idioma gratuitos. Envie um e-mail para [languagehelp@njeda.gov](mailto:languagehelp@njeda.gov).

ATTENTION: Kung nagsasalita ka ng Tagalog, magagamit mo ang libreng mga serbisyong tulong sa wika sa pamamagitan ng pag-email sa [languagehelp@njeda.gov](mailto:languagehelp@njeda.gov).

Create New Application

# Language Access

Provide a "Yes/No" response to indicate whether English is your primary language or select "Prefer Not to Answer".

If English is not your primary language, free language assistance services are available.

If you are interested in using an interpreter provided by EDA, please indicate your primary language.

### Language Access

Is English your primary language? \*

Select

Please identify which of the following languages is your primary language: \*

Select

Select

español (Spanish)

العربية (Arabic)

粵語 (Cantonese Chinese)

普通話 (Mandarin Chinese)

ગુજરાતી (Gujarati)

हिंदी (Hindi)

italiano (Italian)

한국어 (Korean)

po polsku (Polish)

português (Portuguese)

Tagalog

Other

If the NJEDA needs to contact you regarding your application, would you be interested in having an EDA provided interpreter in your native language? \*

Select

Select

Yes

No

# Primary Point of Contact

On this page we will collect contact information for the [Primary Point of Contact for this application.](#)

Please ensure that the email provided is the correct email for the primary point of contact on this application.

This email will be used for the fee correspondence and any other communications to the applicant team.

**\*Required field**

## Primary Point of Contact

*Throughout the life of a project – from application, to approval, to closing, and to certification/servicing – NJEDA will need to engage with various members of your team. This section collects contact information for individuals we may need to speak with as part of this project.*

*Please provide contact information for the primary point of contact within the applicant that NJEDA will keep updated on the status of this application.*

**NOTE: It is highly recommended that the primary point of contact be the individual that is currently filling out this application.**

Salutation

Select

First Name \*

Middle Initial

Last Name \*

Suffix

Select

Title \*

Email Address \*

Email Address Confirmed \*

*Please be sure the email address you enter is a valid email address, as this will be the primary address by which NJEDA contacts you on the status of this application.*

# Authorized Representative

Given that this application requires the company to certify that representations are factual, we would then like to know if that primary contact is also legally authorized to sign documents on behalf of the company.

If not, we will collect contact information for someone who is authorized. This contact can also be copied on any updates the primary point of contact will receive on the status of this application.

## Authorized Representative

*Please input the following information for the contact who is authorized to sign legally binding documents and make legally binding certifications in this application on behalf of the applicant company.*

Salutation

Select

First Name \*

Middle Initial

Last Name \*

Suffix

Select

Title \*

Email Address \*

Email Address Confirmed \*

Phone Number and Extension (if available) \*

*To include an extension with your phone number, simply enter the phone number first, followed by the extension.*

# Chief Executive Officer/Owner/Equivalent

If the primary point of contact is not Chief Executive Officer/Owner/Equivalent (Executive Director) for the applicant, you will be asked to fill out the contact information for the Chief Executive Officer/Owner/Equivalent (Executive Director).

## Chief Executive Officer/Owner/Equivalent

*If the primary point of contact does not hold this role, please provide the contact information for the owner, CEO, or equivalent highest-ranking executive for the applicant.*

Salutation

Select

First Name \*

Middle Initial

Last Name \*

Suffix

Select

Title \*

Email Address \*

Email Address Confirmed \*

Phone Number and Extension (if available) \*

*To include an extension with your phone number, simply enter the phone number first, followed by the extension.*

# Consultant Information

While not required, we understand that some applicants may choose to utilize consultants for support on applications.

Are you, the applicant company, using a consultant to assist with this application?

**IF YES,** you will be asked to fill out the contact information for the consultant, including the question asking if the consultant is a registered governmental affairs agent.

## Consultant Information

*While not required, we understand that some applicants may choose to utilize consultants for support. While the NJEDA will direct all communications to the primary point of contact, please also provide us with information about any consultants supporting you on this application.*

Are you, the applicant company, using a consultant to assist with this application? \*

Yes

Salutation

Select

First Name \*

Middle Initial

Last Name \*

Suffix

Select

Company \*

Title \*

Email Address \*

Is the Consultant a Registered Governmental Affairs Agent? \*

Yes

Government Affairs Registration Number \*

# Legal Counsel

If the applicant company is represented by legal counsel (either internal or external), we would like that contact information as we may need to communicate with counsel regarding contractual documents between the NJEDA and the applicant.

Legal counsel can also be copied on any updates the primary point of contact will receive on the status of this application.

## Legal Counsel

*If approved, NJEDA will utilize form contractual documents, such as an approval letter and a commitment agreement. Applicants will have limited opportunity to request non-standard modifications of the agreements. However, NJEDA will often work with an applicant's legal counsel to answer questions on these agreements. If you would like, please provide the contact information for the applicant's legal counsel that will support on this project. This contact may be either internal or external counsel.*

Would you like to designate a Legal Counsel Contact? \*

Yes

Salutation

Select

First Name \*

Middle Initial

Last Name \*

Suffix

Select

Company \*

Title \*

Email \*

Email Confirmed \*

# Media Contact

If the primary point of contact is not authorized to speak to the media on behalf of the applicant, you will be asked to fill out the contact information for the authorized media contact.

## Media Contact

*NJEDA often works with an applicant's public relations or media relations representatives on press releases and press inquiries regarding approved projects. If you would like, please provide the contact information for the applicant's Media Contact that will support on this project.*

Would you like to designate a Media Contact? \*

Yes

Salutation

Select

First Name \*

Middle Initial

Last Name \*

Suffix

Select

Company \*

Title \*

Email Address \*

Email Address Confirmed \*

# Accountant Information

The NJEDA may need to communicate with an applicant's Accountant. This section collects that contact information.

The Accountant can also be copied on any updates the primary point of contact will receive on the status of this application.

## Accountant Information

*NJEDA often works with an applicant's internal or external accountant to confirm information included in the application and support on project certification and ongoing compliance requirements. If you would like, please provide the contact information for the applicant's accountant that will support on this project.*

Would you like to designate an Accountant Contact? \*

Yes

Salutation

Select

First Name \*

Middle Initial

Last Name \*

Suffix

Select

Company \*

Title \*

Email Address \*

Email Address Confirmed \*

# Applicant Organization

In this section, we are collecting information about the registered business that is applying for this Grant Program.

This page will request applicant organization information including, but not limited to:

- [Legal Business Name](#)
- Entity Type
- Date Established
- Entity Formation Documents
  - Sole Proprietors should provide a [Certificate of Trade Name](#)
  - LLCs provide a [Certificate of Formation](#)
  - Corporations provide [Certificate of Incorporation and Bylaws](#)
  - Nonprofits provide [Certificate of Incorporation and Bylaws](#)
- Federal Tax Identification Number (FEIN)
- NJ Tax Identification Number
- [NAICS Code](#)
- Short Organizational Description
- Organization Phone Number
- Organization Website
- [NJ Tax Clearance Certificate](#)

## Applicant Organization

In this section, we are collecting information about the primary applicant for this program. We are focused on the primary applicant only. We will collect information on affiliates, parent companies, holding companies, or other related entities in the following sections of the application.

### Applicant Organization Name \*

The full name of your registered legal entity. This name should match the name on your formation documents. If you are not sure of your legal entity name, please visit <https://www.njportal.com/DOR/BusinessNameSearch/Search/BusinessName>.

### Applicant Doing Business As (DBA)

Does your business operate under a different name?

### Certificate of Alternate Name

Please provide a [Certificate of Alternate Name](#) issued by Division of Revenue and Enterprise Services if you have one. Copies can usually be found on the state business records website [Division of Revenue & Enterprise Services: Business Records Service \(njportal.com\)](#).

Document	Files
Certificate of Alternate Name	<input type="button" value="Add Files"/>

### Applicant Entity Type \*

What is the ownership structure of the applicant?

Is the applicant, or any person who controls the applicant or owns or controls more than 1% of the stock of the applicant, an officer or employee of any agency, authority or other instrumentality of the State of New Jersey? \*

### Date Established \*

Please make sure this date matches the date on your entity's formation documents. MM/DD/YYYY

## Mailing Address

### Country \*

### Street Address 1 \*

Please continue typing out your full address (include city, state, etc.) until the correct address appears in the dropdown.

### Street Address 2

### Applicant Country of Incorporation/Formation \*

### Applicant State of Incorporation/Formation \*

### Please upload any formation documents for the Application Organization

Documentation to verify applicant entity's name – must provide company formation documents that relate to the entity applying (Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Certificate of Trade Name (filed at county clerk's office-for sole proprietors))

- **Sole Proprietor:** Provide a [Certificate of Trade Name](#) (filed with the county clerk)
- **LLC:** Provide a [Certificate of Formation and Operating Agreement](#)
- **Corporation:** Provide a [Certificate of Incorporation and Bylaws](#)
- **NonProfit:** Provide a [Certificate of Incorporation and Bylaws](#)
- **Out of State:** If your entity was formed out of state but operates within the State of New Jersey, you must file a Certificate of Authority when registering the business in New Jersey and provide that certificate.

Document	Files
Formation Document(s) *	<input type="button" value="Add Files"/>

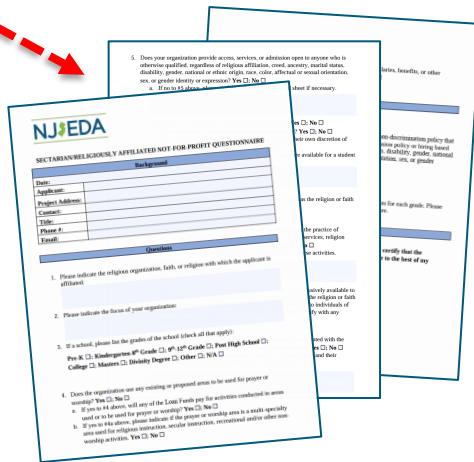
# Applicant Organization

(continued)

If the applicant organization (or any related entities) has previously received NJEDA, details of that funding is required to be included as part of the application.

Certification is also required that the applicant is not in default with any other State of New Jersey programs

If the applicant is involved in religious activities or is religiously affiliated, an additional Religious Activity Questionnaire will be required.



Applicant Federal Employer Identification Number (FEIN) \*

The 9 digit Federal Tax ID number of your organization.

Applicant New Jersey Tax ID Number \*

Applicant Organization's Phone Number and Extension \*

To include an extension with your phone number, simply enter the phone number first, followed by the extension.

Applicant Organization's Website

Please provide a high-level, 2-3 short paragraph description of the applicant. This may include the type of business you are involved in, your company's mission statement, the markets or customer base the company serves, and any other information about your business that the NJEDA should understand to review your application. \*

NAICS

North American Industry Classification System (NAICS) Code \*

Please select the magnifying glass to launch the NAICS search window. In the upper right hand of the window there is a search bar. In the search bar, you may enter your NAICS code, the type of business you are, or the industry in which your business operates. If your search does not return a result, please try additional terms that describe your business until you return a result.

Please be sure to use the same code that is listed on your most recent business tax filings. For help, please see the [North American Industry Classification System \(NAICS\) U.S. Census Bureau website](#).

Tax Clearance Certificate

Please upload the Tax Clearance Certificate from the NJ Division of Taxation here.

Document

Tax Clearance Certificate Document(s)

Files

Add Files

Certificates may be requested through the State of New Jersey's online [Premiere Business Services \(PBS\)](#) portal. Under the Tax & Revenue Center, select Tax Services, then select Business Incentive Tax Clearance. If the applicant's account is in compliance with its tax obligations and no liabilities exist, the Business Incentive Tax Clearance can be printed directly through PBS. [CLICK HERE](#) for instructions on how to secure your tax clearance certificate.

Is the applicant involved in religious activities or is religiously affiliated? \*

Select

Please note that this requires additional questions to determine eligibility of the requested financial assistance.

Prior NJEDA Assistance

Has the applicant, or any related entities, previously received NJEDA assistance? \*

Yes

Please identify the entities who have received NJEDA assistance. \*

Please describe the NJEDA assistance the applicant previously received. Please be as specific as possible in detailing the programs through which you received NJEDA assistance, the facilities or projects associated with that assistance, the timeframes in which the assistance was provided, and the status of any awards or agreements. \*

I certify that the firm is not in default with any other program administered by the State of New Jersey. \*

Select

# Applicant Organization - Continued

If the applicant organization has a headquarters, you will need to provide the country, street address, city, state, and postal code for the headquarters.

Only if the applicant is a for-profit company, the applicant must be receiving either a federal or state historic tax credit. Select which tax credit your company is receiving and upload corresponding supporting evidence. If receiving both just provide evidence of one.

Applicant Organization - Continued

*In this section, we are collecting information about the company that is applying for assistance. We are focused on the primary applicant only. We may collect information on affiliates, parent companies, holding companies, or other related entities in the following sections of the application.*

Applicant Organization's Headquarters Address

Does the Applicant Organization have a headquarters? \*

Select

Please select "NO" if your Mailing Address and Applicant Organization's Headquarters Address are SAME.

Operational Information

Is the applicant a publicly traded company? \*

Select

Please provide a high-level, 2-3 short paragraph description for each member of the applicant team, including any affiliate(s) or co-applicant(s). \*

This should include years of operation, number of employees, annual revenues or budget, business focus, amount of assets developed and under management (if applicable), geographic scope, services provided, and any other relevant highlight information. Please also highlight any projects completed similar to the project proposed that would speak to the applicant's development capabilities.

Upload any additional materials that speak in more detail to the organization's capabilities and development history.

Document	Files
Additional Materials(s)	<a href="#">Add Files</a>

Are you a cultural arts institution that has not been in existence for at least three years? \*

Select

Document	Files
Tax Returns and Financial Statements *	<a href="#">Add Files</a>

In order to be eligible for a tax credit under the CAFE program, for profit businesses must be receiving a federal historic rehabilitation tax credit pursuant to the federal Internal Revenue Code of 1986, 26 U.S.C. § 47, or a tax credit pursuant to the "Historic Property Reinvestment Act," N.J.S.A. 34:1B-270 through -276. The applicant only needs to provide documentation for one type of tax credit.

Please select the type of tax credit the for profit business applying for this tax credit is receiving: \*

Select

State Tax Credit (pursuant to the "Historic Property Reinvestment Act," N.J.S.A. 34:1B-270-276)

Federal Historic Rehabilitation Tax Credit (pursuant to the federal Internal Revenue Code of 1986, 26 U.S.C. § 47)

State Tax Credit (pursuant to the "Historic Property Reinvestment Act," N.J.S.A. 34:1B-270-276)

Please upload a document evidencing that the for-profit applicant is the recipient of the tax credit type selected above:

Please note: If the name of the recipient on the document provided to evidence a State Tax Credit does not exactly match the name of the applying entity on this CAFE tax credit program application, please include a brief explanation for the name discrepancy in your response uploaded here.

Document	Files
Evidence of Federal Historic Rehabilitation or State Tax Credit *	<a href="#">Add Files</a>

If the applicant is a publicly traded company, you will be asked to provide the Exchange Ticker Symbol and the three most recent, consecutive years of Form 10-K filings and the most recent Form 10Q.

Is the applicant a publicly traded company? \*

Yes

Exchange Ticker Symbol \*

Please provide the applicant company's most recent three consecutive years of Form 10-K filings as well as the applicant company's most recent Form 10Q.

Document	Files
Form 10-K & Form 10Q(s) *	<a href="#">Add Files</a>

# Applicant Organization - Continued

(continued)

If project permits or approvals have been acquired or are in process, then a [summary spreadsheet](#) is required to be completed and uploaded.

	A	B	C	D	E	F
1	NJEDA - Cultural Arts Facilities Expansion Program					
2	Applicant Name:					
3						
4	Please identify all of the New Jersey Department of Labor and Workforce Development, the Department of Environmental Protection, and the					
5	Department of the Treasury permits and approvals or obligations and responsibilities, with which the cultural arts institution (and/or lead					
6	development entity and co-applicant, as applicable) are associated, or in which they have an interest. The list shall identify the entity that					
7	applied for or received such permits and approvals or have such obligations and responsibilities such as by program interest numbers or					
8						
9	Entity	Name of Permit	State Agency	Permit Number	Permit Type	Status of Permit
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Additionally, applicants must answer if the applicant organization will also be serving as the Lead Development Entity, which is defined as:

*the entity that is responsible for overseeing the cultural arts project and is relied upon by the Authority to demonstrate operational capability, expertise, and experience to complete the project. The Authority shall determine which entity is the lead development entity by considering the role an entity has in the coordination of activities related to the cultural arts project, including, but not limited to, project design, project financing, permitting and local approvals, construction oversight and contracting, and property management.*

Does the applicant (and/or lead development entity and co-applicant, as applicable) have any permits and approvals or obligations and responsibilities with which the entity is associated with or has an interest? \*

Yes

Yes

No

Please download, fill out, and re-upload the [spreadsheet](#) identifying all of the New Jersey Department of Labor and Workforce Development, the Department of Environmental Protection, and the Department of the Treasury permits and approvals or obligations and responsibilities, with which the cultural arts institution and lead development entity and/or co-applicant, as applicable, are associated, or in which they have an interest. The list shall identify the entity that applied for or received such permits and approvals or have such obligations and responsibilities such as by program interest numbers or licensing numbers.

Document

Files

Permits and Approvals \*

ⓘ Add Files

Will the applicant be serving as the Lead Development Entity on the cultural arts project? \*

Select

"Lead Development Entity" means the entity that is responsible for overseeing the cultural arts project and is relied upon by the Authority to demonstrate operational capability, expertise, and experience to complete the project. The Authority shall determine which entity is the lead development entity by considering the role an entity has in the coordination of activities related to the cultural arts project, including, but not limited to, project design, project financing, permitting and local approvals, construction oversight and contracting, and property management.

Previous

Next

# Lead Development Entity - Applicant Organization

This section will only appear if the main applicant organization is not also the Lead Development Entity (LDE).

If the applicant organization is also the LDE, this section will not appear.

## Lead Development Entity - Applicant Organization

While the ultimate determination of the Lead Development Entity is at the discretion of the Authority, this section will allow you to propose a Lead Development Entity and provide all the needed application materials for the proposed entity. Generally, a good place to start when identifying the Lead Development Entity is the legal entity that pays the salaries of development staff working on the project. We are only focused on the Lead Development Entity LDE in this section and we will collect information on owners of the project, affiliates, parent companies, holding companies, or other related entities in the following sections of the application.

**Lead Development Entity Name \***


The full name of your registered legal entity. This name should match the name on your formation documents. If you are not sure of your legal entity name, please visit <https://www.njportal.com/DOR/BusinessNameSearch/Search/BusinessName>.

**Lead Development Entity Doing Business As (DBA)**

Does your business operate under a different name?

**Lead Development Entity Certificate of Alternate Name**

Please provide a Lead Development Entity [Certificate of Alternate Name](#) issued by Division of Revenue and Enterprise Services if you have one. Copies can usually be found on the state business records website [Division of Revenue & Enterprise Services: Business Records Service \(njportal.com\)](#).

Document	Files
Lead Development Entity Certificate of Alternate Name	 Add Files

**Lead Development Entity Type \***

What is the ownership structure of the lead development entity?

**Is the lead development entity, or any person who controls the lead development entity or owns or controls more than 1% of the stock of the lead development entity, an officer or employee of any agency, authority or other instrumentality of the State of New Jersey? \***

**Lead Development Entity's Date Established \***

Please make sure this date matches the date on your entity's formation documents. MM/DD/YYYY

## Lead Development Entity Mailing Address

**Country \***

**Street Address 1 \***

Please continue typing out your full address (include city, state, etc.) until the correct address appears in the dropdown.

# Lead Development Entity - Applicant Organization (continued)

This section also requests the following information for the LDE:

- Entity Type
- Date Established
- Entity Formation Documents
- Federal Tax Identification Number (FEIN)
- NJ Tax Identification Number
- [NAICS Code](#)
- Short Organizational Description
- Organization Phone Number
- Organization Website
- [NJ Tax Clearance Certificate](#)

## Lead Development Entity Country of Incorporation/Formation \*

United States

## Lead Development Entity State of Incorporation/Formation \*

Select

### Please upload any formation documents for the Lead Development Entity

Documentation to verify applicant entity's name – must provide company formation documents that relate to the entity applying (Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Certificate of Trade Name (filed at county clerk's office-for sole proprietors))

- **Sole Proprietor:** Provide a [Certificate of Trade Name](#) (filed with the county clerk)
- **LLC:** Provide a [Certificate of Formation](#) and [Operating Agreement](#)
- **Corporation:** Provide a [Certificate of Incorporation and Bylaws](#)
- **NonProfit:** Provide a [Certificate of Incorporation and Bylaws](#)
- **Out of State:** If your entity was formed out of state but operates within the State of New Jersey, you must file a Certificate of Authority when registering the business in New Jersey and provide that certificate.

Document	Files
Lead Development Entity Formation Document(s) *	<a href="#">Add Files</a>

## Lead Development Entity Federal Employer Identification Number (FEIN) \*

The 9 digit Federal Tax ID number of your organization.

## Lead Development Entity New Jersey Tax ID Number \*

## Lead Development Entity's Phone Number and Extension \*

To include an extension with your phone number, simply enter the phone number first, followed by the extension.

## Lead Development Entity's Website

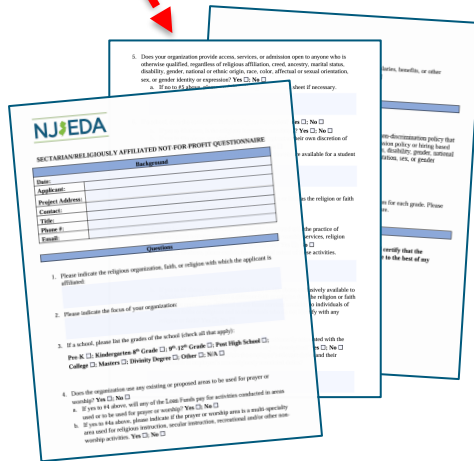
Please provide a high-level, 2-3 short paragraph description of the lead development entity. This may include the type of business they are involved in, their mission statement, the markets or customer base they serve, and any other information that the NJEDA should understand to review your application. \*

# Lead Development Entity - Applicant Organization (continued)

If the LDE has previously received NJEDA, details of that funding is required to be included as part of the application.

Certification is also required that the LDE is not in default with any other State of New Jersey programs

If the LDE is involved in religious activities or is religiously affiliated, an additional [Religious Activity Questionnaire](#) is required.



The image shows a sample of the NJEDA Religious Activity Questionnaire. The form is titled "NJEDA" and "RELIGIOUSLY AFFILIATED NOT FOR PROFIT QUESTIONNAIRE". It includes sections for "Background" and "Question". The "Background" section asks for the name, address, and contact information of the religious organization. The "Question" section contains several numbered questions regarding the organization's religious activities, its status as a religious organization, and whether it is involved in religious activities or is religiously affiliated. A red dashed arrow points from the text "If the LDE is involved in religious activities or is religiously affiliated, an additional Religious Activity Questionnaire is required." to this form.

## NAICS

### Lead Development Entity North American Industry Classification System (NAICS) Code \*

Please select the magnifying glass to launch the NAICS search window. In the upper right hand of the window there is a search bar. In the search bar, you may enter your NAICS code, the type of business you are, or the industry in which your business operates. If your search does not return a result, please try additional terms that describe your business until you return a result.

Please be sure to use the same code that is listed on your most recent business tax filings. For help, please see the [North American Industry Classification System \(NAICS\) U.S. Census Bureau website](#).

## Tax Clearance Certificate

Please upload the Lead Development Entity's Tax Clearance Certificate from the NJ Division of Taxation here.

Document	Files
Lead Development Entity Tax Clearance Certificate Document(s)	<a href="#">Add Files</a>

Certificates may be requested through the State of New Jersey's online [Premiere Business Services \(PBS\)](#) portal. Under the Tax & Revenue Center, select Tax Services, then select Business Incentive Tax Clearance. If the applicant's account is in compliance with its tax obligations and no liabilities exist, the Business Incentive Tax Clearance can be printed directly through PBS. [CLICK HERE](#) for instructions on how to secure your tax clearance certificate.

### Is the Lead Development Entity involved in religious activities or is religiously affiliated? \*

Select

Please note that this requires additional questions to determine eligibility of the requested financial assistance.

## Prior NJEDA Assistance

### Has the Lead Development Entity, or any related parties, previously received NJEDA assistance? \*

Select

### I certify that lead development entity is not in default with any other program administered by the State of New Jersey. \*

Select

[Previous](#)

[Next](#)

## Lead Development Entity - Continued

**If the LDE has a headquarters, you will need to provide the country, street address, city, state, and postal code for the headquarters.**

Also provide a high level description for each member for the LDE team as well as projects completed.


## 3 years of IRS tax returns and financial statements

## Lead Development Entity - Continued

*In this section, we are collecting information about the lead development entity that is applying for assistance. We are focused on the lead development entity only. We may collect information on affiliates, parent companies, holding companies, or other related entities in the following sections of the application.*


### Lead Development Entity's Headquarters Address


**Does the Lead Development Entity have a headquarters? \***

Select 


*Please select "NO" if your Mailing Address and Lead Development Entity's Headquarters Address are SAME.*

### Operational Information

**Is the lead development entity a publicly traded company? \*** 


Select 

**Please provide a high-level, 2-3 short paragraph description for each member of the lead development entity team, including any affiliate(s) or co-applicant(s). \***




This should include years of operation, number of employees, annual revenues or budget, business focus, amount of assets developed and under management (if applicable), geographic scope, services provided, and any other relevant highlight information. Please also highlight any projects completed similar to the project proposed that would speak to the lead development entity's capabilities.

**Upload any additional materials that speak in more detail to the organization's capabilities and development history.**

Document	Files
Additional Materials(s)	

**Upload three consecutive years of Business Tax Returns & Financial Statements or other forms filed with the Internal Revenue Service as applicable (i.e. Form 990s for Non-Profits)**

Document	Files
Tax Returns and Financial Statements *	

[Previous](#) [Next](#)

**If the Lead Development Entity is a publicly traded company, you will be asked to provide the Exchange Ticker Symbol and the three most recent, consecutive years of Form 10-K filings and the most recent Form 10Q.**

**Is the applicant a publicly traded company? \***

Yes

**Exchange Ticker Symbol \***

Please provide the applicant company's most recent three consecutive years of Form 10-K filings as well as the applicant company's most recent Form 10Q.

Document	Files
Form 10-K & Form 10Q(s) *	<a href="#">Add Files</a>

# Ownership

The Ownership section only applies to for profit applicants.

## Ownership

*In this section, we will need information for individuals/entities with an ownership interest in the Applicant Organization. The Ownership section only applies to for profit applicants. Not for profits and government entities do not need to complete this ownership section.*

**If applicable, please upload an organizational chart depicting ownership both at time of application as well as post-syndication or following financial closing.**

*The organizational chart should indicate percentage of ownership of each entity and identify general and/or managing members as well as limited partners.*

Document	Files
Organization Chart	<a href="#">⬆ Add Files</a>

**If applicable, please upload any relevant participation and/or operating agreements for the Applicant Organization and/or Managing Member; provide summary description of the type of organization and its ownership structure as needed; and/or any other materials needed to delineate the applicant team’s ownership, structure, and roles.**

Document	Files
Participation and/or Operating Agreements	<a href="#">⬆ Add Files</a>

# Ownership (continued)

Site Control

Does the Applicant have site control? \*

Yes

Does the Applicant own the site? \*

No

Please state how you control the site, describing whether by lease, purchase option, or other mechanism, and principal terms of your site control mechanism. \*

Is site control achieved via an entity wholly owned by the Lead Development entity, other entities controlled by the Lead Development Entity, or the principal or principals of the Lead Development Entity? If so, please explain. If not applicable, please indicate below. \*

Upload documentation evidencing site control

Document	Files
Evidencing site control *	<div>Add Files</div>

At time of application, the applicant must provide the status of site control for right of access to the cultural arts institution to perform and complete the project. If an applicant has not secured a site agreement to the site, then a letter of intent is acceptable at time of application. **The applicant will be required to provide a proof of actual site control (deed, lease, etc.) as a post approval condition.**

Site Control

Does the Applicant have site control? \*

No

If the applicant has not secured an access agreement to the site at the time of application with the current owner of the site, then a letter of intent evidencing an intent or obligation to provide the necessary right of access to complete the cultural arts project, will be acceptable at time of application.

Please note: Applicant will be required to provide the proof of actual site control (deed, lease, etc.) as a post-approval condition.

Document	Files
Letter of Intent *	<div>Add Files</div> <div>Upload a written letter of intent or agreement showing access for each block and lot that will comprise the proposed project area as indicated on the local tax map.</div>

# Affiliates

If there you have affiliates, select the Yes option on this page and use the Add Affiliates button to list each affiliate individually. An additional window will pop up and ask you for the relevant information. Each affiliate will appear in the list under the Add Affiliates button.

You will be able to sort and make corrections to these entries, if needed, before advancing to the next page.

Please submit a separate entry for each of your affiliates.

## Affiliates

Other than the applicant company, are any of the following related entities incurring costs on behalf of the applicant company for purposes of being counted as project costs as part of this application? \*

**"Affiliate"** means an entity that directly or indirectly controls, is under common control with, or is controlled by a cultural arts institution. Control exists in all cases in which the entity is a member of a controlled group of corporations as defined pursuant to section 1563 of the federal Internal Revenue Code (26 U.S.C. § 1563) or the entity is an organization in a group of organizations under common control that is subject to the regulations applicable to organizations pursuant to subsection (b) or (c) of section 414 of the federal Internal Revenue Code (26 U.S.C. § 414).

A cultural arts institution may establish by clear and convincing evidence, as determined by the Authority, that control exists in situations involving lesser percentages of ownership if the cultural arts institution shall have control, at a minimum, of all aspects of compliance with this Program.

An affiliate of a cultural arts institution may contribute to the project cost and may satisfy the requirement for site control during construction and the eligibility period, but in no event shall the tax credit certificate be issued to any affiliate.

Examples of entities that may be considered "Affiliates" of the applicant:

- Holding Company
- Subsidiary
- Parent Company With Control
- Parent Company without Control
- Other Affiliate

Yes

**Application Affiliates**

Affiliate Type	Affiliate Organization Name	Affiliate Doing Business As DBA ↓

Add Affiliates

# Affiliates (continued)

The following information is needed for each Affiliate.

- Affiliate Type-drop down list
- Affiliate Name and DBA
- Percentage Ownership Stake in Applicant Company
- State/Country of Incorporation
- Date Established
- Entity Formation Documents
- Federal Tax Identification Number (FEIN)
- NJ Tax Identification Number
- Headquarters Information
- Mailing Address
- Phone Number and Website
- Entity Type
- Short Organizational Description
- [NAICS Code](#)
- Status and description of previous funding from NJEDA
- Religious Affiliation/Activity

Create

Affiliate

Please provide the following information about the Affiliate of the applicant.

**Note:** NJEDA will confirm these fields against the relevant Affiliate legal formation and tax documents that you will upload as part of this application. To ensure efficient application review, please make sure information you provide is consistent and the legal entity is the applicant.

**Affiliate Type \***

Select

**Affiliate Organization Name \***

The full name of the registered legal entity.

**Affiliate Doing Business As (DBA)**

Does the affiliate operate under a different name?

**Percent Ownership Stake in Applicant Company \***

Enter 0 if not applicable.

**Affiliate Country of Incorporation/Formation \***

United States

**Affiliate State of Incorporation/Formation \***

Select

**Affiliate Year of Incorporation/Formation \***

**Affiliate Federal Employer Identification Number (FEIN) \***

The 9 digit Federal Tax ID number of the affiliate.

**Affiliate New Jersey Tax ID Number**

**Does the Affiliate Organization have a US-based headquarters? \***

Select

**Does the Affiliate Organization also have a different global headquarters? \***

Select

**If the NJEDA needs to mail the Affiliate Organization any information, which address should be used? \***

Select

# Co-Applicant

If there you have a co-applicant, select the Yes option on this page and use the Add Co-Applicant button to add the information for your co-applicant. An additional window will pop up and ask you for the relevant information.

Co-Applicant is

- a 501(c)3,
- contributes capital, real property or services to the project that will serve the anticipated visitors, and
- has a participation agreement with the applicant

Applicants can have a co-applicant only if a co-applicant is necessary to receive and sell the tax credits. Therefore, non-profits can't have co-applicants.

The screenshot shows a web form titled "Co - Applicant". A red dashed line connects the text "use the Add Co-Applicant button" from the left to the "Add Co-Applicant" button in the form. Another red dashed line with an arrow points from the "Is there a co-applicant associated with this project?" dropdown menu to the same "Add Co-Applicant" button.

**Co - Applicant**

*In this section, we need more information about any entities that will be applying as a Co-Applicant.*

**"Co-Applicant" means an entity that:**

1. Is non-profit for taxation purposes under the provisions of Section 501(c)3 of the Internal Revenue Code;
2. Contributes capital, real property, or services related to the project that directly affect and serve the anticipated customers of the tenants of the cultural arts project; and
3. Enters into a participation agreement with the cultural arts institution that specifies the Co-Applicant's participation in the cultural arts project.

**Is there a co-applicant associated with this project? \***

Yes

**Co-Applicants**

Co-Applicant Organization Name	Co-Applicant Doing Business As (DBA)	Co-Applicant Entity Type

**Add Co-Applicant**

# Co-Applicant (continued)

The initial pop-up window will only ask for the name and DBA of the Co-Applicant organization. After you select the Save Co-Applicant button, an additional window will pop-up requesting the following information:

- Name and DBA
- Primary Point of Contact (including Name, Title, Email, Phone Number, and address)
- Contact Address
- Contribution Details
- Organizational Purpose
- Participation Agreement with the Applicant
- Entity Type
- Incorporation Details
- Formation Documents

Create

Co-Applicant

Co-applicant Organization Name \*

The full name of the registered legal entity.

Co-applicant Doing Business As (DBA)

Does the co-applicant operate under a different name?

Save Co-Applicant

Co-Applicant Organization

Co-Applicant Organization Name \*

The full name of the registered legal entity.

Co-Applicant Doing Business As (DBA)

Does the Co-Applicant operate under a different name?

Co-Applicant Primary Point of Contact

Salutation

First Name \*

Middle Initial

Last Name \*

How does the Co-Applicant's proposed capital, real property, or services contributions materially affect and serve the anticipated customers or visitors of the cultural arts institution facility? \*

Please note: A "Co-Applicant" **must** contribute capital, real property, or services related to the project that directly affect and serve the anticipated customers or visitors of the cultural arts institution facility in order to be eligible under the Cultural and Arts Facilities Expansion (CAFE) Program.

How does the Co-Applicant's organizational purpose encompass the proposed participation included in the MOA between applicant and Co-Applicant provided? \*

Please provide an MOU, Operating Agreement, Participation, or other Services Agreement between the Co-Applicant and Applicant detailing the services or other contributions to be provided by the Co-Applicant and evidencing that the duration of the agreement is at a minimum equal to the CAFE eligibility period.

Document	Files
Co-Applicant Agreement *	<div>Add Files</div>

Co-Applicant Entity Type \*

Select

What is the ownership structure of the Co-Applicant?

Co-Applicant Country of Incorporation/Formation \*

United States

Co-Applicant State of Incorporation/Formation \*

Co-Applicant Year of Incorporation/Formation \*

Please upload any formation documents for the Co-Applicant organization(s)

Please upload business formation documentation to verify the applying entity's name. This can include Articles of Incorporation, Articles of Organization, Certificate of Incorporation, or Certificate of Trade Name.

Document	Files
Formation Document(s) *	<div>Add Files</div>

# Co-Applicant (continued)

## Additional information required for Co-Applicant:

- Federal Tax Identification Number (FEIN)
- NJ Tax Identification Number
- 3 consecutive years of IRS Tax Returns and Financial Statements or Form 990s for NPO
- Headquarters Information
- Mailing Address, Phone Number and Website
- Tax Clearance Certificate

### Co-applicant Federal Employer Identification Number (FEIN) \*

The 9-digit Federal Tax ID number of the Co-Applicant.

### Co-Applicant New Jersey Tax ID Number

Upload three consecutive years of Business Tax Returns & Financial Statements or other forms filed with the Internal Revenue Service as applicable (i.e. Form 990s for Non-Profits)

Document	Files
Tax Returns and Financial Statements *	<a href="#">⬇ Add Files</a>

### Does the Co-applicant Organization have a US based headquarters? \*

### Does the Co-applicant Organization also have a different global headquarters? \*

If the NJEDA needs to mail the Co-applicant Organization any information, which address should be used? \*

### Co-applicant Organization's Phone Number \*

### Co-applicant Website \*

### Co-applicant Tax Clearance Certificate

Document	Files
Tax Clearance Certificate Document(s) *	<a href="#">⬇ Add Files</a>

# Co-Applicant (continued)

## Additional information required for Co-Applicant:

- Location Information
- Number of Employees
- Organizational Description including mission, markets, and client based
- Status and description of previous funding from NJEDA
- Religious Affiliation/Activity
- If Co-Applicant has previously received NJEDA assistance, details of that funding is required to be included as part of the application

## Locations and Employees

### Number of Locations/Offices (Co-applicant Only) \*

How many locations or offices does the Co-applicant have worldwide, including New Jersey?

### Estimated Number of Employees (Co-applicant Only) \*

**Please provide a high-level, 2-3 short paragraph description of the Co-applicant's organization. \***

*Please include information on the Co-Applicant's relationship with the Applicant. Please describe the Co-applicant's mission, activities the Co-Applicant is involved in both in New Jersey and the municipality, the markets or client base the Co-Applicant serves, and any other information about the Co-Applicant that the NJEDA should understand to review your application.*

### Has the Co-applicant organization received NJEDA assistance in the past? \*

### Is the co-applicant involved in religious activities or is religiously affiliated? \*

Please note that this requires additional questions to determine eligibility of the requested financial assistance.

**Please describe the Co-Applicant's need to receive and sell the tax credits to finance the cultural arts project and how the co-applicant satisfies the eligibility criteria set forth at N.J.A.C. 19:31BB-3(a)18 \***

**Please note:** The applicant will be asked to provide any existing information about permits and approvals for the co-applicant and related to this project in a later section of the application.

Copies of required permits and planning and zoning approvals will be required within one(1) year after board approval.

## Co-Applicant (continued)

**If the co-applicant is requesting or receiving development subsidies, an additional section will appear to add development subsidies.**

Use the Add Development Subsidies button to list each subsidy individually. An additional window will pop up and ask you for the relevant information. Each subsidy will appear in the list under the Add Development Subsidies button. You will be able to sort and make corrections to these entries, if needed, before advancing to the next page. Please submit a separate entry for each subsidy.

Additional information required for the co-applicant include the [Legal Questionnaire](#), an organizational chart, and other organizational type documents.

**Is the Co-Applicant requesting or receiving development subsidies for the rehabilitation project? \***

Yes

---

### Development Subsidies

Development Subsidy ID	Name of Granting Body	Anticipated or Committed	Date	Amount of Development Subsidy
<a href="#">Add Development Subsidies</a>				

**Upload a copy of the Co-Applicant's Legal Questionnaire**

Document	Files
Co-Applicant Legal Questionnaire *	<a href="#">Add Files</a> Click here to download. This Legal Questionnaire should be completed and signed by the Co-Applicant.

**Please upload an organization chart and other materials that provide a summary description of the type of organization and its ownership structure.**

Document	Files
Co-Applicant Organizational Chart and Other Materials *	<a href="#">Add Files</a> <i>These materials should provide summary description of the type of organization; an organizational chart identifying names and titles of organizational leadership; any subscription agreements for all partners or members for investment funds contributing equity to the Project; and/or any other materials needed to delineate the Co-Applicant team's structure and roles.</i>

[Save Co-Applicant](#)

Create

### Development Subsidy Info

**Name of Granting Body \***

**Anticipated or Committed \***

Select

**Date \***

MM/DD/YYYY

**Amount of Development Subsidy \***

[Save](#)

# General Project Information

The following information is collected in this section:

- Name of the project
- Scope of the project - including the mission, types of programming, community engagement strategies, educational opportunities, and description of how the project will promote arts and culture
- A letter of intent showing the proposed partnership with an organization who provides services and support to Work First NJ recipients
- A description of how the State, county, and municipality will benefit (economic, social, planning, and other benefits) from the project

## General Project Information

Project Name \*

"Cultural arts project" means a capital project for the construction or improvement of a cultural arts institution facility that is located in the State for which a cultural arts institution is to be awarded tax credits by the Authority under the Program pursuant to a tax credit agreement, provided that the project for which the tax credits are awarded will result in a capital investment of at least \$5,000,000.

Please provide a 1-2 paragraph description of the scale and scope of the proposed cultural arts project for which you are seeking CAFE Tax Credits. \*

Please include specific examples of the project's mission, the types of cultural and artistic programs to be offered, community engagement strategies, educational opportunities, and how the facility will be designed to support and promote cultural and artistic activities. Additional information on programming and access will be asked for in the Scoring section of this application.

Please upload a letter of intent evidencing a proposed partnership for the cultural arts project with one or more local community organizations that provide support and services to Work First New Jersey program recipients.

Document	Files
Please upload letter of intent evidencing proposed partnership *	<div><div>Add Files</div><div>009 BlankTestDoc.pdf</div></div> <p><b>Please note:</b> During the eligibility period and after construction of the cultural arts project is complete, the cultural arts institution is statutorily required to partner with one or more local community organizations that provide support and services to Work First New Jersey program recipients. Failure to comply may result in reduction, forfeiture or recapture of the CAFE tax credits for the project.</p> <p>The letter of intent shall also describe the proposed activities and services which may include, but shall not be limited to: work-study programs, internships, sector-based contextualized literacy training, skills-based training in growth industries in the State, and job retention and advancement services.</p>

Please provide a description of the significant economic, social, planning, employment, and other benefits that would accrue to the State, county, or municipality from the cultural arts project. \*

\*

# General Project Information (continued)

Additionally, this section requires the upload of a letter evidencing support from the governing body of the municipality (or municipalities) in which the project is located. This letter must be from the chief executive (e.g., Mayor) or can be a resolution from the governing body (e.g. City Council) identifying the cultural arts project proposed in this application by name.

In the letter, the municipality should acknowledge that the municipality is aware the CAFE program requires the cultural arts institution to complete the project and obtain a temporary certificate of occupancy (TCO) within four years of the cultural arts institution executing a tax credit agreement with NJEDA.

Do you have a letter evidencing support for the cultural arts project from the chief executive (e.g. Mayor) or resolution from the governing body (e.g. City Council) of the municipality (or municipalities) in which the project is located? \*

Yes

Please upload letter evidencing support

Document	Files
Please upload letter evidencing support *	<div><div><div><div></div><div>Add Files</div></div></div><p><b>Please note:</b> Letter evidencing support must be from the chief executive (e.g., Mayor) or a resolution from the governing body (e.g. City Council) identifying the cultural arts project proposed in this application by name. Letters should acknowledge the CAFE program requirement for projects to obtain a temporary certificate of occupancy (TCO) within four years of the applicant executing a tax credit agreement with NJEDA and provide assurances that the project as proposed is likely to receive permits and plan approvals that would allow for its timely completion consistent with CAFE Program rules. The scoring rubric for CAFE awards points if the letter of support also explains how the project aligns with the municipality's development goals. Therefore, applicants who wish to receive points for this category should ensure that this letter details the project's alignment with municipality's development goals and addresses any potential inconsistencies between the project and existing land use regulations.</p></div>

Do you have a letter evidencing support for the cultural arts project from the chief executive (e.g. Mayor) or resolution from the governing body (e.g. City Council) of the municipality (or municipalities) in which the project is located? \*

No

**⚠ A requirement of the CAFE Program is that the Applicant must have a letter evidencing support from the governing body of the municipality (or municipalities) in which the project is located. It is recommended that the Applicant address this issue before continuing with the application.**

**\*Please see page 39 of this document for additional information that may be helpful when approaching local government for this support documentation.**

# General Project Information (continued)

The precise project location is needed. Click the **Add Project Location** button. An additional window will pop up and ask you for the Address, Block, Lot, and Size of Lot (optional) of your project.

If you answer yes, to primary project location, you will be prompted to provide information on other lots. EDA recognizes that a project may span multiple lots and blocks. The application is for ONE project.

### Project Location

Please provide the location of the cultural arts project using the "Add Project Location" button. If the project is located across multiple parcels, please report multiple locations. The project must credibly be a single project and not combined merely for purposes of the CAFE application. To make this determination, the EDA will assess the facts of the proposed project on several factors, including, but not limited to the following. First, the sites must share the same development team, financing plan, and contracts, including contractors. Second, the operational aspects of the sites need to be consistent across all locations. Third, whether the sites are sufficiently proximate to operate as a single site.

Create

### Location

Is this location the Primary Location? \*

Yes

*If you have more than one location reported, you will be asked to designate one location as the primary location.*

Address Line 1 \*

Address Line 2

Zip Code \*

City \*

State \*

Block \*

Size of Lot (sqft)

Save

Add Project Location

# Project Scoring

The Authority will use scoring to determine if an application meets a minimum score of 40 out of 100 and to determine priority of an award if the program is oversubscribed which is not anticipated in the first round.

The Program Project Scoring Criteria is available at [CAFE-Board-Memo-Appendix-B-Scoring-2025-01-23-1.pdf](#)

## Project Scoring

*The Authority is statutorily obliged to use a scoring system for CAFE projects. The Act requires that the Authority set a minimum acceptable scoring level and use scoring to "determine priority for an award." Priority among applicants is necessary to allocate tax credits to the highest scoring projects in circumstances where there are more project funding requests than tax credit awards available.*

*The questions in this section will be used to confirm that the applicants seeking CAFE program funds are proposing projects that advance program policy objectives.*

*Please click [here](#) to review the [CAFE Program Scoring Criteria](#). The eight project scoring criteria are listed below. The EDA will be able to evaluate items 1 and 2 with the material requested and provided by the applicant in other sections of this application so additional information is not necessary for these items. For all other criteria, please check the box to any criteria for which you would like to provide a brief explanation or additional documentation to support the scoring of this application. For criterion 7 on diversity, the applicant will be required to complete a separate section on the next page of this application, if applicable and if the box has been selected by the applicant.*

### **1. The amount of tax credits requested by the cultural arts institution compared to the amount of tax credits required for the completion of the cultural arts project (10 points)**

*This criterion will look at whether the applicant is leveraging other sources of funding. Projects that leverage other larger sources of funding will receive a higher score. This criterion may change based on the actual amount of funding received by the project. The score will be based on the maximum percentage of the project comprised by the tax credit.*

*Please note: The Authority will be able to evaluate this criterion from the submitted application material and does not require additional material in this section.*

### **2. How the cultural arts project will advance State, regional, and local goals concerning the development of arts and cultural facilities in underserved communities (5 points)**

*This criterion will look at where the project is located and whether the location is an area that is underserved by the Arts and Culture industry. As defined in the rules, "Underserved community" means counties that as of December 2024, and based on the 2020 U.S. Census population, have less than the state average of North American Industry Classification System (NAICS) code 71 for Arts, Entertainment, and Recreation Establishments. This project will not change after application. Using this approach, the following locations are deemed underserved:*

- |                      |                      |                   |
|----------------------|----------------------|-------------------|
| 1. Atlantic County   | 6. Gloucester County | 11. Salem County  |
| 2. Burlington County | 7. Hudson County     | 12. Union County  |
| 3. Camden County     | 8. Middlesex County  | 13. Warren County |
| 4. Cumberland County | 9. Ocean County      |                   |
| 5. Essex County      | 10. Passaic County   |                   |

*Please note: The Authority will be able to evaluate this criterion from the submitted application material and does not require additional material in this section.*

# Project Scoring (continued)

You must check the box next to each criterion in order to be assessed for the item.

For criterion 3, applicants must acknowledge and provide information on how the project is related to the local government’s development strategy.

☒ 3. The relationship of the cultural arts project to a comprehensive local development strategy, including its relation to other development and redevelopment projects in the municipality. To receive the full points in this category, the written letter(s) of municipal support from the chief executive (e.g. Mayor) or resolution from the governing body (e.g. City Council) should acknowledge the CAFE program requirement for projects to obtain a temporary certificate of occupancy (TCO) within four years of the applicant executing a tax credit agreement with NJEDA and provide assurances that the project as proposed is likely to receive permits and plan approvals that would allow for its timely completion consistent with CAFE Program rules. In addition, the letter of support should also explain and provide details regarding the project's alignment with municipality's development goals and addresses any potential inconsistencies between the project and existing land use regulations. (30 points)


**Criterion 3 Additional Documentation Upload**

*If the cultural arts project is a permitted use according to local land use zoning or the redevelopment plan, the applicant should upload evidence in support of this here.*

Examples of supporting evidence include:

A) A letter from the local zoning official verifying that the project is an allowed use, or

B) A reference to the relevant local zoning ordinance or redevelopment plan. [Please ensure the specific citation is clearly provided to facilitate easy location of the relevant information by the reviewer.]

Document	Files
Criterion 3 Additional Documentation Upload	<div> Add Files</div>

This letter or municipal resolution may be the same as provided earlier in the General Project Information section of the application, as long as it also includes details regarding the project’s alignment with the municipality’s developmental goals and address any potential inconsistencies between the project and existing land use regulations.

# Project Scoring (continued)

For criterion 4, provide a detailed narrative on how the cultural arts project enhances and promotes job creation and economic development for both the region and state.

Additional support documentation (such as an economic impact statement) can also be uploaded.

☒ 4. The degree to which the cultural arts project enhances and promotes job creation and economic development (20 points)

*This criterion assesses the project's potential to generate employment opportunities for both the region and the state. The evaluation will be conducted using the IMPLAN model alongside a detailed narrative explanation submitted by the applicant with the application. The assessment may include an analysis of the marketing plan, economic impact statement, and staffing plan (included in the Operating Plan).*

Please provide a detailed narrative describing how the cultural arts project enhances and promotes job creation and economic development for both the region and state.

Criterion 4 Additional Documentation Upload

*Please upload any additional documentation to support this criterion of job creation and economic development that has not already been supplied in the application such as an economic impact statement.*

Document	Files
Criterion 4 Additional Documentation Upload	<div><div> Add Files</div><div>002 BlankTestDoc.pdf </div></div>

# Project Scoring (continued)

For criterion 5, upload the report from the [CAFE Mapping Assistant](#) tool.

☒ **5. The extent of economic and related social distress in the municipality and the immediate area surrounding the cultural arts project (10 points)**

*This criterion evaluates whether the project is located in area experiencing social and/or economic distress. Staff proposes to assess this criterion based on the location of projects, which can be done based solely at application. Staff proposes that the following projects would receive full points in the initial application round: projects that are located in a Government Restricted Municipality (GRM), a Qualified Incentive Tract, as defined in Aspire, or a municipality ranked among the 10 percent of the most distressed according to the Municipal Revitalization Index. The MRI ranks New Jersey's municipalities according to eight separate indicators that measure diverse aspects of social, economic, physical, and fiscal conditions in each locality. The MRI is used as a factor in distributing certain "need based" funds.*

Please upload the report for the cultural arts project location from the CAFE mapping tool ([CAFE Mapping Assistant](#)).

Document	Files
Cultural Arts Project Location Report *	<div>Add Files</div>

# Project Scoring (continued)

For criterion 6, the questions required will depend on the project's type of construction.

☒ **6. The quality and number of new full-time jobs that will be created by the cultural arts institution (5 points)**

*This criterion assesses the quality and number of new full-time jobs that will be created by the cultural arts institution once construction is complete and the facility is operational. The Authority will evaluate this criterion based on the type of construction and the assumption of job generation of such construction. The responses to the following questions will be used to determine if the proposed cultural arts project is consistent with the Authority's program policy objectives.*

**Does the cultural arts project involve either 1) new construction or 2) addition to or expansion of existing real estate? \***

No

If "No" then the following three fields will appear:

**Is the cultural arts project solely a renovation of an existing facility? \***

Yes

**Does the cultural arts project meet the definition of "open to the public" at the time of application? \***

Yes

*"Open to the public" means no special membership, invitation, appointment, or private status shall be required, and any member of the general public who wishes may enter, visit, participate, or attend. Access may be during specified hours and/or ticketed. As applied to a cultural arts facility in which primarily (i) objects of cultural and/or artistic interest are exhibited, the facility shall be accessible on average at least 20 hours per week; (ii) performances are held in front of a live audience, the facility shall conduct on average at least four events per month; or (iii) arts education is conducted, the facility shall conduct art educational offerings, workshops, programs, or classes on average at least four times per month. The Authority may determine a different number of hours per week, events per month, art educational offerings, workshops, programs, or classes per month, or other standard of "open to the public" either based on a standard generally accepted by custom or practice or due to unavoidable closures or other circumstances approved by the Authority.*

**Please describe how the cultural arts project meets the CAFE program's definition of "open to the public" \***

# Project Scoring (continued)

To have access to the 10 points available from criterion 7, the applicant must acknowledge the need to provide supporting information on later application pages.

For criterion 8, applicants must provide a plan or other documentation showing the applicant's commitment to affordable offerings to the general public. Strategies can include plans for discounted or free admission, accessible hours, and events or educational offerings available to the public without financial, scheduling, or other restrictive barriers.

## ☒ 7. The Diversity of the Board of Directors (10 points)

*This criterion assesses the diversity of the cultural arts institution's board of directors and ownership and whether it is representative of the community.*

**I understand that I must complete the next section on "Diversity Scoring" for further consideration under this criterion. \***

Yes

## ☒ 8. The Approach and Plan for Affordable Offerings to the General Public Availability (10 points)

*This criterion assesses the cultural arts institution's strategy for ensuring that its facility and programming are accessible to community members and the general public. Considerations may include plans for discounted or free admission, accessible hours, events, or educational offerings available to the public without restrictive barriers. Institutions with a proven track record of such accessibility will receive additional points.*

### Criterion 8 Additional Documentation Upload

*If you wish to upload any additional information (such as a plan or strategic plan) in support of your score under Criterion 8 not yet provided in your application, please do so below. The evaluation may consider factors such as the cultural arts institution's mission, accessibility strategies, admission plans, programming and hours, and their history of successfully executing these initiatives. Strategies could include plans for discounted or free admission, accessible hours, and events or educational offerings available to the public without financial, scheduling, or other restrictive barriers.*

Document	Files
Criterion 8 Additional Documentation Upload	<a href="#">Add Files</a>

[Previous](#)

[Next](#)

# Diversity Scoring

You may elect to provide diversity information in your application for CAFE scoring. The definition for “diverse” and “representative of the community” are included in this section for reference.

## Diversity Scoring

*All applications will be scored to evaluate the merits of a proposed project and compare projects against each other. Applicants may elect to opt out of some scoring criteria and still be scored on other factors. In this section, you may elect to not provide diversity information in your application so the proposed project would not be scored on diversity and would not receive any points for this category.*

*“Diverse” means being a historically underserved or underrepresented identity within the following categories: race, ethnicity, gender, sexual orientation, disability status, educational attainment, veteran status, nation of origin, and language use.*

*“Representative of the community” means being a heterogeneous group that includes individuals sharing diverse identities with those found within the diverse population of a defined community no larger than the municipality(s) in which the redevelopment project is located.*

**Would you like to provide diversity information about your company as a part of your application? \***

Select

Previous

Next

Selecting “Yes” will prompt the applicant with 3 additional, optional diversity questions.

Selecting “No” skips additional questions on this page and allows the applicant to proceed to the next section.

# Diversity Scoring (continued)

## Diversity Scoring

All applications will be scored to evaluate the merits of a proposed project and compare projects against each other. Applicants may elect to opt out of some scoring criteria and still be scored on other factors. In this section, you may elect to not provide diversity information in your application so the proposed project would not be scored on diversity and would not receive any points for this category.

“Diverse” means being a historically underserved or underrepresented identity within the following categories: race, ethnicity, gender, sexual orientation, disability status, educational attainment, veteran status, nation of origin, and language use.

“Representative of the community” means being a heterogenous group that includes individuals sharing diverse identities with those found within the diverse population of a defined community no larger than the municipality(s) in which the redevelopment project is located.

Would you like to provide diversity information about your company as a part of your application? \*

Yes

### Upload Applicant Identity Certification Questionnaires.

Download the questionnaire template at this link, then fill out and upload below.

For consideration of diversity within the composition of board members or managing members/partners, please note that no less than two separate Applicant Identity Certification Questionnaires including identity details must be submitted with the entity's application.

Please use unique file names for each uploaded questionnaire. For example “Last Name-Applicant Identity Certification Questionnaire”.

Document	Files
Applicant Identity Certification Questionnaires Document(s) *	<div>Add Files</div>

Name of Applicant Entity:  
Name of Cultural Arts Project:  
Address of Project:

NJEDA Cultural Arts Facilities Expansion (CAFE) Program: Applicant Identity Certification Form  
Answers to the following questions are used by the NJEDA solely for the purpose of scoring the Cultural Arts Project under the CAFE Program. Please note that answering these questions, either in part or in full, including the disclosure of identity information, is entirely optional.

- 1) I am a member of the Board of Directors or a Managing Member/Partner of the Applicant Entity:
- ☐ Yes  
☐ No
- 2) I own some or all of the Applicant Entity:
- ☐ Yes If yes, what is your percentage of ownership of the entity: \_\_\_\_\_ %  
☐ No
- 3) Please select all choices applicable.
- a. I personally identify as a historically underserved or underrepresented individual within one of the following groups:
- ☐ Black/African American  
☐ Hispanic or Latino  
☐ Asian Pacific  
☐ Subcontinent Asian
- b. I identify as an individual in one or more categories in one of the following groups:
- ☐ Race (Identify specific group(s): \_\_\_\_\_)  
☐ Ethnicity (Identify specific group(s): \_\_\_\_\_)  
☐ Gender (Identify specific group(s): \_\_\_\_\_)  
☐ Sexual orientation (Identify specific group(s): \_\_\_\_\_)  
☐ Disability status (Identify specific group(s): \_\_\_\_\_)  
☐ Educational attainment (Identify specific group(s): \_\_\_\_\_)  
☐ Veteran status (Identify specific group(s): \_\_\_\_\_)  
☐ Nation of origin (Identify specific group(s): \_\_\_\_\_)  
☐ Language use (Identify specific group(s): \_\_\_\_\_)

I, \_\_\_\_\_, hereby certify that the information provided in this questionnaire is truthful and accurate to the best of my understanding. I attest that this information was provided voluntarily and understand that it will not be used for any purposes other than diversity scoring.

Signature	Date
Printed Name	
Email Address	

# Project Approach

Tell us about the project by uploading and providing narrative information around the:

- Project Approach
- Scope of Work
- How the facility will be operated and maintained
- Access to the public
- Floor plan and narrative describing the allocation of uses and square footage.

## Project Approach

*In this section, information is required on the scope of work as well as the approach to implement the construction for the proposed cultural arts project. This section also requests information on use of facility and a comprehensive floor plan with square footage for the proposed cultural arts facility.*

Please upload a narrative describing the team's approach to the cultural arts project, including but not limited to overview, goals, target audience, artistic vision, partnerships, and challenges.

Document	Files
Project Approach *	<button>+ Add Files</button>

Please provide a scope of the work to be performed at the cultural arts facility. Describe the approach for carrying out construction work (including but not limited to planning and engineering, remedial site work, demolition, site preparation, construction work for the cultural arts facility, and contingency planning) including logistical approach and major milestones. \*

If you have any additional information you would like to share with us to further describe the scope of work to be performed at the cultural arts facility, please upload here.

Document	Files
Scope Of Work	<button>+ Add Files</button>

Will the proposed cultural arts project be an expansion and/or renovation of an existing cultural arts facility or will it be a new proposed cultural arts facility? \*

Select

**Please note:** A "cultural arts institution facility" includes, without limitation, an aquarium, botanical society, historical society, library, museum, gallery, performing arts center, arts-based community centers, or any related facility that is principally for the support and benefit of any of the foregoing. The term "cultural arts institution facility" shall not include facilities predominantly used for athletics, recreation, and non-arts-based community centers.

Will the cultural arts institution facility be operated and maintained by the cultural arts institution throughout the eligibility period? \*

Select

Will the cultural arts institution facility be open to the public throughout the eligibility period? \*

Select

Please provide a floor plan and narrative describing the allocation of uses and their respective square footage within the cultural arts project, noting any areas that will be leased or subleased to an entity other than the applicant.

Document	Files
Floor Plan *	<button>+ Add Files</button>

# Project Approach (continued)

Tell us MORE about your project, including:

- The total square footage of the cultural arts facility
- The total square footage that will be used for the cultural arts project
- Is the cultural arts facility part of a larger facility?
- Provide site plans and other details of the larger facility (if applicable)
- Will there be renters or sublease tenants within the cultural arts facility?

What is the total square footage of the cultural arts facility? \*

What is the total square footage that will be used for the proposed cultural arts project? \*

*When a cultural arts facility is part of a larger complex, costs for shared structures or improvements (such as foundations or parking lots) can be included in the project costs only in proportion to the cultural arts facility's share of the total square footage of the larger facility. Applicants must specify in the Project Cost Analysis Worksheet if an item is part of a pro rata share.*

Is the cultural arts facility part of a larger facility? \*

If the cultural arts facility is part of a larger facility, please upload a site plan for the larger facility below.

Document	Files
Site Plans and Other Project Site Documentation *	<input type="button" value="Add Files"/>

Will the cultural arts institution rent out or sublease to others (e.g. coffee shop), or otherwise reduce its tenancy in the cultural arts project during the eligibility period? \*

# Project Approach (continued)

If the cultural arts facility will be subleasing some of the space, applicants must provide information on the use of the facility for tenant/subleases. Select the Add Use of Facility for Tenant/Sublease button and provide the relevant details, including the type of use and the square footage of the subleased area.

How much space will be rented out, subleased or otherwise reduce the cultural arts institution's tenancy?

Using the section below, please provide specify the use of the space to be rented/subleased and the total square footage for each use.

Add Use of Facility for Tenant/Sublease

Application - Use of Facility ID	Tenant/Sublease Use	Square Ft Rent/Sublease

Create

Use of Facility

Tenant/Sublease Use \*

Select

Square Footage to be Rented/Subleased for Selected Use \*

Total Square Footage of Cultural Arts Facility \*

Percentage of Total Cultural Arts Facility to be Rented/Subleased for Selected Use \*

Additional Information:

**Please note:** A cultural arts institution facility is ineligible for the CAFE program if they lease, sublease or otherwise reduce their tenancy during the eligibility period up to the lesser of 15,000 square feet or 40 percent.

Submit

**PLEASE NOTE:** A cultural arts institution facility is ineligible for the CAFE program if they lease, sublease, or otherwise reduce their tenancy during the eligibility period up to the lesser of 15,000 square feet or 40%.

# Project Approach (continued)

If available, upload land use and any other plans necessary to complete the cultural arts project. You may also provide additional documentation that includes more details for the NJEDA to understand more about the project, such as site plans, project elevation views, and/or presentation materials presented in municipal review settings.

A project may be eligible and apply if they don't have fully completed Land Use Plan and/or the plans have not been presented in municipal review settings, at time of application. However, if such plans are available, submission of the land use plans and other plans (such as site plans, elevation views, and/or presentation materials presented in municipal review settings) is optional but strongly recommended; such submission will facilitate review of the application. Proof of municipal site plan approval will be required within 1 year of board approval.

Document	Files
Site Plans	<div><div><div><div><div></div></div><div>Add Files</div></div></div></div> <div>Warning: Proof of municipal site plan approval will be required within 1 year of board approval.</div>

***Please note:*** The applicant will be asked to provide any existing information about permits and approvals related to this project in a later section of the application.

Copies of required permits and planning and zoning approvals will be required within one(1) year after board approval.

# Project Construction and Schedule

If any construction has begun, additional information is required, documenting the need for the start of construction. (See following slide for details on information required.)

Projects that have already begun are only eligible if it is for:

- soft costs; demolition; remediation; OR
- corrective work required by a building code or other official for health, safety, or other hazards; OR
- if the Authority determines that the cultural arts project would not be completed without an award of tax credits under the Program.

### Project Construction and Schedule

Has construction commenced at the site of the cultural arts project? (Construction shall not include demolition or site remediation.) \*

Yes

*Proposed cultural arts projects under construction are not eligible for CAFE, with the exceptions of soft costs; demolition; remediation; or corrective work required by a building code or other official for health, safety, or other hazards; or if the Authority determines that the cultural arts project would not be completed without an award of tax credits under the Program.*

Was construction ordered by a building code or other official with jurisdiction over the site or the cultural arts project to correct a health, safety, or other hazard? \*

Yes

Please provide a narrative evidencing the proposed construction activity was limited to resolving the hazard. \*

Please provide the NJEDA with supporting documentation evidencing the above order and the construction work completed.

Documentation should include 1. A copy of the official order and 2. Documents that evidence the proposed construction activity was limited to resolving the hazard, including photographs.

Document	Files
Construction Completed *	<div>Add Files</div>

# Project Construction and Schedule (continued)

This table summarizes the additional information that will be required if construction has started prior to application but is not correcting a health, safety, or other hazard.

Item	Requested Information
General	<ul style="list-style-type: none"><li>• Start date of construction</li><li>• Explanation of where the project currently is in the project schedule at the time of application to the CAFE program</li><li>• Does the project include at least \$5 million in NEW eligible project costs?</li></ul>
Construction Costs	<ul style="list-style-type: none"><li>• Project budget (\$) at the time construction activity commenced</li><li>• Verify this amount by providing evidence of a detailed and credible construction budget at the time construction activity commenced at the project site. <i>Evidence may include a dated proposal, construction contract, approval of the project budget by the applicant's governing body, or other evidence.</i></li><li>• Current project budget (\$) inclusive of cost increases</li><li>• Percent increase in construction costs</li><li>• Provide a detailed, comprehensive explanation of why budget has increased</li></ul>
Contractor/ Subcontractor	Company name, contact information, date of contract award, proof of valid Public Works Contractor Registration certification, certified payroll reports, description of work completed, NJ Prevailing Wage Rate Determination at time of contract award, photos if available, contractors application for Payment (AIA) G702/G703 or equivalent signed by CAFE design professional within 5 days prior to application submission, \$ paid to date, how much \$ is still owed.
Fundraising	<ul style="list-style-type: none"><li>• How much non-debt funding raised for project to date and expected to raise within 12 months following a potential NJEDA Board approval</li><li>• Explanation of why funding gap can not be filled</li><li>• CEO certification for projects that have started construction prior to application</li></ul>

# Project Construction and Schedule (continued)

- Indicate the anticipated timeframe (months after NJEDA board approval) for:
- 1. Site plan approval
  - 2. Committed financing
  - 3. Construction start
  - 4. Construction end
  - 5. Receipt of temporary certification of occupancy
  - 6. Capital raised from fundraising and other sources completed
- Upload of copy of anticipated project schedule

Project Schedule

Please provide estimated timing for each of the milestones identified below to help NJEDA better understand your project. We anticipate much of the schedule would be dependent on NJEDA Board approval, therefore we are requesting that project these dates based on the number months after a potential NJEDA Board approval.

For example if you anticipate getting a site plan approval one month after NJEDA Board approval please put the number 1 in the corresponding text box.

There will be an opportunity to upload a copy of your full project schedule at the end of this section.

Anticipated Months after NJEDA Board Approval until Site Plan Approval \*

Anticipated Months after NJEDA Board Approval until Committed Financing \*

Anticipated Months after NJEDA Board Approval until Construction Start \*

Anticipated Months after NJEDA Board Approval until Construction End \*

Anticipated Months after NJEDA Board Approval until receipt of Temporary Certificate of Occupancy \*

*The cultural arts project must receive a temporary certificate of occupancy for the cultural arts institution facility within 4 years of executing the tax credit award agreement. (The applicant will have one year after Board approval to meet the conditions of an approval letter from the Board. Once the conditions of the approval letter are satisfied, a tax credit award agreement will be executed between the Board and applicant.)*

Anticipated Months after NJEDA Board Approval until capital raised from fundraising and other sources is completed \*

Please upload a copy of a anticipated project schedule

Document	Files
Please upload a copy of a anticipated project schedule *	<div>Add Files</div>

# Project Construction and Schedule (continued)

If the project is consistent with the local land use plan, the applicant will be asked to upload a copy of that plan.

If the project is not consistent with the local land use plan, then the applicant will need to explain the anticipated path and timetable for obtaining necessary land use approvals.

All permits and approvals required for the project must also be entered, even if they have not been secured. Use the Add Permit button to add each individual, necessary permit.

Is this project consistent with an adopted land use plan? \*

Select

Permits and Approvals

Does the proposed cultural arts project require permits by federal agencies, state agencies, county, municipality or any other authority? This should also include local planning and zoning board approvals. \*

Yes

List all permits and approvals, that have been issued or will be required for the proposed cultural arts project. This should also include local planning and zoning approvals that have been issued or will be required.

Add Permit

Entity	Name of Permit ↑	Department Issuing Permit	Type of Permit	Status
--------	------------------	---------------------------	----------------	--------

Permit

Entity \*

Select

Please select the entity affiliated with this tax credit application that is applying for or has received the permit you wish to add or has or have such obligations and responsibilities, such as by program interest numbers or licensing numbers.

Additional information:

Name of Permit \*

Department Issuing Permit \*

Type of Permit (e.g. Federal, State, Municipal, County or Other) \*

Select

Please describe

Status of Permit (Anticipated or Recieved) \*

Select

# Project Construction and Schedule (continued)

If an Architect, Construction Manager, and/or General Contractor are secured for the project, the applicant should provide the basic contact information for them, including their name, address information, phone number, and email address.

## Architect

Do you have an Architect under contract at the time of this application? \*

Select

## Construction Manager

Do you have an Construction Manager under contract at the time of this application? \*

Select

## General Contractor

Do you have an General Contractor under contract at the time of this application? \*

Select

Previous

Next

# Capital Investments – Project Costs

This section collects information about the incurred and future capital investment of this project. Applicants should review the definitions of terms prior to filling out the Pro-Rata Share and Project Cost Analysis subsections.

**"Project cost" or "Capital investment"** is defined as:

the costs incurred after application, except for soft costs, in connection with a cultural arts project by a cultural arts institution until the issuance of a permanent certificate of occupancy, or until such other time specified by the Authority, for a specific investment or improvement, including the costs relating to lands, buildings, improvements, real or personal property, or any interest therein, including leases discounted to present value, including lands under water, riparian rights, space rights, and air rights acquired, owned, developed or redeveloped, constructed, reconstructed, rehabilitated, or improved, any environmental remediation costs, plus soft costs of an amount not to exceed 20 percent of the total costs, and the cost of infrastructure improvements, including ancillary infrastructure projects. Project cost shall not include the cost of acquiring land. Vehicles and heavy equipment not permanently located in the building, structure, facility, or improvement shall not constitute a project cost. The fees associated with the application or administration of tax credits under N.J.S.A. 34:1B-383, et seq. and this subchapter shall not constitute a project cost. If the cultural arts facility is a component of a larger facility, the otherwise eligible costs of any shared structures or improvements, including, but not limited to, foundations or parking lots, may be included as project cost only to the extent of the cultural arts facility's pro-rata share, based on square footage, of the larger facility.

# Capital Investments – Project Costs (continued)

**"Total project cost"** is defined as:

any and all costs incurred for and in connection with the cultural arts project by the applicant and any affiliate of the applicant until the issuance of a permanent certificate of occupancy, or upon such other event evidencing project completion as set forth in the incentive grant agreement, which shall include, but is not limited, to project costs, soft costs, and cost of acquisition of land and buildings.

**"Soft costs"** are defined as:

costs not directly related to construction, including capitalized interest paid to third parties, real estate taxes, utility connection fees, accounting, title/bond insurance, fixtures/equipment with a useful life of five years or less, and all costs associated with financing, design, engineering, legal, or real estate commissions, including, but not limited to, architect fees, permit fees, loan origination and closing costs, construction management, and freight and shipping delivery. Soft costs may be incurred up to 12 months prior to application. "Soft costs" shall not include early lease termination costs, air fare, mileage, tolls, gas, meals, packing material, marketing and advertising, temporary signage, incentive consultant fees, Authority fees, loan interest payments on permanent financing, escrows, reserves, pre-opening costs, commissions and fees to the applicant not included in the definition of project cost, project management, or other similar costs.

# Capital Investments – Project Costs (continued)

NJEDA will use the project cost information you provide for several different calculations including determining project costs for purposes of eligibility and award sizing and determining total project cost for purposes of evidencing a financing gap and project return calculations, so please read these instructions carefully and be as thorough as possible in the information you provide.

As part of our evaluation process, NJEDA will first review the Project budget. This evaluation will include looking at the applicant's justification and supporting documentation for each cost.

NJEDA staff may follow-up with applicants to get further information about any cost category that is not clearly justified or supported through documentation

**NOTE:** Re-engaging with applicants to clarify project costs is one of the largest causes of application review delays. Providing clear, and where possible third-party document supported, cost justifications in your original application is one of the best ways to ensure timely processing of your application. See below for a full list of costs and descriptions of each cost category.

# Capital Investments – Project Costs (continued)

Project Costs and total project costs will be calculated using the following categories:

- Hard construction cost for renovations or rehabilitation
- Environmental Remediation
- Demolition
- Site-related utility, infrastructure improvements and site work and improvements
- Permanent heavy machinery and equipment acquisition and installation
- Furniture, Fixtures, and Equipment (FF&E)
- Building acquisition
- Soft costs more than 20% of project costs shall not be reflected as project costs and therefore will not result in an increase in the award. However, such costs may still be reflected as total project costs for the purposes of calculating project returns.

## DEFINITIONS AND FURTHER DETAILS FOR PROJECT COSTS AND TOTAL PROJECT COSTS

- Building acquisition: (only for arms-length transactions) after application. The cost, or a portion of the cost, of acquiring a building or buildings can be included as a project cost in an amount not exceeding the cost of all other components of the eligible project cost. This means that the building acquisition costs must be less than 50% of eligible project costs.
- Land acquisition (if separate from building acquisition and only for arms-length transactions) is not an eligible project cost. Land acquisition may be included in total project costs.
- Hard construction costs for new construction (of buildings, structures, or facilities)
- Hard construction cost for renovations and rehabilitations (of a building, structure, or facility)
- Environmental remediation (both site and building remediation can be included; please exclude any federal, state, or local financial assistance). Environmental remediation activities can be performed before application. However, pre-application environmental remediation work is not an eligible cost.

# Capital Investments – Project Costs (continued)

- Demolition activities may be performed before application. However, pre-application demolition work is not an eligible cost.
- Site-related utility and infrastructure improvements (including but not limited to: water, electric, sewer, and stormwater, and transportation infrastructure improvements; landscaping and tree planting; solar panel and energy storage components installations, installation costs of renewable energy systems, etc.) and site work and improvements.
- Permanent heavy machinery and equipment acquisition and installation (please include any major machinery or equipment that is permanently built into the facility and could not be moved; do not double count any costs already included in hard construction costs). Equipment with a useful life of 5 years or less may be considered for soft costs.
- Eligible project soft costs (eligible costs include, but are not limited to architecture, design, permitting and permit fees, engineering, financing and legal, loan origination and closing costs, construction management, and freight and shipping delivery.) Refer to CAFE rule definition above for more detail. Soft costs may be incurred up to 12 months prior to application.
- Ineligible project soft costs (ineligible project soft costs will be included in the total project costs, but will not be included as eligible capital investment to meet the Program's eligibility requirements; please include costs such as air fare, mileage, tolls, gas, meals, related to project development, site launch marketing costs, temporary signage costs, incentive consultant fees, Authority tax credit application fees, loan interest payments, escrows, or other similar costs).
- Furniture, fixtures, and equipment-FF&E (such as fixtures and appliances to fit out a cultural arts project). FF&E may be included as a soft cost if useful life is less than 5 years.
- Other one-time costs (please specify what these costs are in the justification field; NJEDA staff will review justification and supporting documentation and determine the eligibility of these items at the Authority's discretion)

Be advised that CAFE projects are subject to state construction prevailing wage requirements. The prevailing wage requirement applies to any construction related costs that the Applicant incurs from application submission through the end of the eligibility period. In addition, building services prevailing wage requirements also apply.

# Capital Investments – Project Costs (continued)

The ***Pro-Rata Share*** section requires the applicant, if applicable, to provide a written explanation of shared physical structures, such as parking garage, that includes the details, percentage shared, and the methodology for determination.

## Pro-Rata Share

*If the cultural arts facility is a component of a larger facility, the otherwise eligible costs of any shared structures or improvements, including, but not limited to, foundations or parking lots, may be included as project cost only to the extent of the cultural arts facility's pro-rata share, based on square footage, of the larger facility. The applicant will be required to indicate in the Project Cost Analysis Worksheet (see Project Cost Analysis section below) if an item is part of a pro rata share.*

**Are any of the project costs a pro rata share of larger facility structures, such as a foundation or parking garage? \***

Yes



**Please describe the construction details of the structure and how it will be used by the cultural arts project. Additionally, provide the pro rata share as a percentage (%) based on the square footage of the larger facility, explain the methodology and how this pro rata share was determined, and how and where it was included in the project budget. \***



# Capital Investments – Project Costs (continued)

The ***Pro-Rata Share*** section requires the applicant, if applicable, to provide a written explanation of shared physical structures, such as parking garage, that includes the details, percentage shared, and the methodology for determination.

## Pro-Rata Share

*If the cultural arts facility is a component of a larger facility, the otherwise eligible costs of any shared structures or improvements, including, but not limited to, foundations or parking lots, may be included as project cost only to the extent of the cultural arts facility's pro-rata share, based on square footage, of the larger facility. The applicant will be required to indicate in the Project Cost Analysis Worksheet (see Project Cost Analysis section below) if an item is part of a pro rata share.*

**Are any of the project costs a pro rata share of larger facility structures, such as a foundation or parking garage? \***

Yes

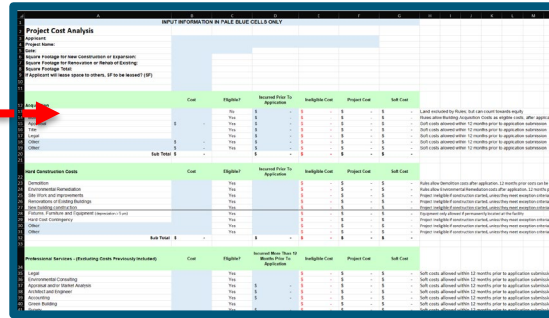


**Please describe the construction details of the structure and how it will be used by the cultural arts project. Additionally, provide the pro rata share as a percentage (%) based on the square footage of the larger facility, explain the methodology and how this pro rata share was determined, and how and where it was included in the project budget. \***



# Capital Investments – Project Costs (continued)

Upload the completed [Project Cost Analysis Worksheet](#) for the entire Project.



The screenshot shows a detailed spreadsheet titled 'Project Cost Analysis' with multiple sections for inputting costs. It includes columns for 'Cost', 'Eligible', 'Amount Prior To Application', 'Budgeted Cost', 'Project Cost', and 'Soft Cost'. Sections include 'Project Information', 'Project Costs', 'Soft Costs', 'Project Distribution Costs', and 'Performance Metrics'. A red dashed arrow points from the text 'Upload the completed Project Cost Analysis Worksheet' to the 'Project Costs' section of the spreadsheet.

Applicants will also need to provide the following costs, as they appear in the Project Cost Analysis Worksheet.

- Project Costs
- Total Project Costs
- Total Soft Costs associated with the project
- Total soft costs incurred 12 months prior to application

Applicants must also provide the project's projected number of construction jobs and permanent jobs.

## Project Cost Analysis

Please upload a completed Project Cost Analysis Worksheet for the entire Project. The Total Project Costs in this worksheet should match the total project costs (or uses) reflected in applicable financial documents for this application. The Project Cost Analysis Worksheet will also allow you to identify soft costs incurred prior to application. Additionally, the Project Cost Analysis Worksheet will calculate the portion of Project Costs that are Soft Costs for the purpose of compliance with relevant caps in the Program Rules for those costs.

Click here to download a copy of the [Project Cost Analysis Worksheet](#) to be used in this section

### Project Costs Analysis Worksheet

Document	Files
Project Costs Analysis Worksheet *	<a href="#">Add Files</a>

Based upon the "Project Cost Analysis Worksheet" provided for the cultural arts project, what are Project Costs? \*

Based upon the "Project Cost Analysis Worksheet" provided for the cultural arts project, what are Total Project Costs? \*

Based upon the "Project Cost Analysis Worksheet" provided for the cultural arts project, what are total Soft Costs associated with the project? \*

Based upon the "Project Cost Analysis Worksheet" provided for the cultural arts project, what are the total soft costs incurred 12 months prior to application? \*

Please provide any supporting documentation that will help NJEDA staff validate the project cost assumptions including detailed project budgets, invoices for soft costs previously incurred, cost estimates provided by prospective general contractors, and any other available 3rd party cost estimates.

Document	Files
Supporting Documentation *	<a href="#">Add Files</a>

*This is for NJEDA reporting purposes only*

Total projected number of construction jobs \*

Projected Number of Permanent Jobs \*

# Project Economics

In this section, NJEDA will need more information about the sources of funding that the applicant intends to use to support the total project costs.

Use the Add Funding Source button to list each funding source individually. An additional window will pop up and ask you for the name, type, amount, and a brief description of the funding source. Each entry will appear in the list under the Add Funding Source button. Proof of funding is also required.

You will be able to sort and make corrections to these entries, if needed, before advancing to the next page. Please submit a separate entry for each funding source.

## Project Economics

*In this section, NJEDA will need more information about the sources of funding the applicant intends to use to support the total project costs. One of the foundational requirements of the CAFE program is the demonstration at the time of application that the proposed cultural arts project has a financing gap (inclusive of a determination by NJEDA that closure of the financing gap with a CAFE award will result in a reasonable and appropriate rate of return for the proposed cultural arts project).*

*This section asks for the applicant to describe each source of project funding that has been committed or is anticipated to be committed to project funding. The sources provided should reflect the equity or bridge loan proceeds resulting from any tax credits used to finance the project (including CAFE). The "Funding Sources" should be reflective of all the Sources that would be included in a Sources and Uses table and as such should total to the "Total Project Costs" previously provided. Documentation for each funding source including fundraising is required. Letters of Commitment/Intent should include the date commitment/intent, amount of the commitment/intent, duration and expiration date of the commitment/intent, and any other key terms. All sources indicated in the application should have formal documentation showing the source's intent to provide the funding (e.g. LOI, term sheet, or commitment letter). All funding sources shall be committed within one year of board approval.*

### Funding Sources

Add Funding Source

Name of Funding Source ↑	Funding Source Type	Funding Amount
Test Source		\$ <div></div>

Sources of Funding should be reflective of all Sources that would be included in a Sources and Uses table and as such should total to equal the "Total Development Costs"

Create

Source of Funding

Name of Funding Source \*

Funding Source Filter

Please describe funding source

Funding Amount \*

Save Funding Source

NJEDA

ECONOMIC DEVELOPMENT AUTHORITY

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# Project Economics (continued)

Any development subsidies entered in earlier Co-Applicant section of the application should automatically appear in this listing. If there are any **additional development subsidies** that need to be entered, use the Add Development Subsidy button for additional entries.

The sum of all of the subsidies listed will automatically be generated.

**Requested CAFE Award \***

5,000,000.00

*The requested award amount should reflect the amount of the requested CAFE Amount for approval and should not be reduced as a result of any monetization of the tax credit.*

**Is the applicant or co-applicant(s) requesting or receiving development subsidies for the redevelopment project? \***

Select

Select

Yes

No

**Development Subsidies**

**Add Development Subsidy**

Name of Granting Body ↑	Anticipated or Committed	Date	Amount of Development Subsidy
Test	Committed	02/28/2025	\$200,000.00

**Total of Development Subsidies**

0.00

Detailed description: The image shows a web form for 'Project Economics'. It includes a text input for 'Requested CAFE Award' with the value '5,000,000.00' and a note about the amount. Below is a dropdown menu for 'Is the applicant or co-applicant(s) requesting or receiving development subsidies for the redevelopment project?'. The dropdown is open, showing 'Select', 'Yes', and 'No'. A red dashed arrow points from the text 'additional development subsidies' to the 'Add Development Subsidy' button. Another red dashed arrow points from the text 'The sum of all of the subsidies listed will automatically be generated.' to the 'Total of Development Subsidies' field, which currently shows '0.00'. The 'Development Subsidies' section contains a table with one entry: 'Test' (Committed, 02/28/2025, \$200,000.00). A red dashed box highlights the 'Add Development Subsidy' button.

# Project Economics (continued)

Applicants must also upload an **Appraisal, Market and/or Feasibility Study**, and an **Operating Plan** that includes a Pro Forma.

Additional details are provided on the next slide and complete instructions are available for download at [CAFE-Project-Economic-Instructions.pdf](#).

Requested CAFE Award \*

The requested award amount should reflect the amount of the requested CAFE Amount for approval and should not be reduced as a result of any monetization of the tax credit. Eligible projects must meet a minimum threshold level of \$5 Million to be eligible to the CAFE program.

Is the applicant requesting or receiving development subsidies for the cultural arts project? \*

Provide an "as is" and "as completed" appraisal report by a licensed third-party NJ Appraiser. The appraisal must be dated within 12 months of the application submission date. Provide separate amounts for land and building(s) values.

Document	Files
Appraisal *	<div>Add Files</div>

Document	Files
Upload Market and/or Feasibility Study *	<div>Add Files</div>

Upload Project Operating Plan including Pro Forma.

Document	Files
Upload Project Operating Plan including Pro Forma. *	<div>Add Files</div>

# Project Economics (continued)

The **Appraisal** provided must be an “as is” and “as completed” appraisal report by a licensed third-party NJ Appraiser. The appraisal must be dated within 12 months prior to the application submission date. Provide separate amounts for land and building(s) values.

The **Market/Feasibility Study** must be done by an independent third party. This study must include the third party’s position regarding the marketability and underwriting of the revenue and expense components of the proposed cultural arts project through the duration of the 5- year eligibility period. The market study must be dated within 90 days prior to the date of the application submission and include a:

- Market Overview
- Target Audience Analysis
- Competitive Analysis
- Project Assignment
- Marketing Strategy

The **Operating Plan** must cover the 5-year eligibility period after project construction, including the proposed staffing plan and operating pro forma. The pro forma should reflect 5 years of operating cash flow (CAFE eligibility period), including all projected annual revenues and expenses, after the construction of the cultural arts project is certified complete. The pro forma should also include an assumed exit value in year 6 of operation which will also include the exit value of any property for purposes of calculating the IRR.

## Instructions for the Project Economic Section

These instructions are provided to assist applicants in preparing materials for key financial components of the operating plan: the operating budget, net operating income, net profit and loss, terminal value calculation, and unlevered internal rate of return. Overall, applicants are responsible for delivering a thorough economic analysis of their cultural arts project.

### Net Operating Income (NOI)

1. **Operating Budget:**
  - o Prepare a detailed budget listing all revenue sources and expenses for each of the 5 years in the eligibility period.
  - o Ensure this budget thoroughly covers the operation of the cultural arts project and aligns with your market study and operating plan.
2. **Calculate Net Operating Income:**
  - o For each year, subtract total operating expenses from total revenues to determine the NOI.
  - o Provide both annual and total NOI for the entire eligibility period.
3. **Debt Obligations:**
  - o Exclude any debt obligations related to project financing when calculating NOI.

### Net Profit and Loss

- Determine the net profit or loss each year by subtracting the annual payments of principal and interest from the annual NOI.

### Terminal Value Calculation – For Projects in which the applicant will own or have control over the improvements at the end of the eligibility period.\*

1. **Depreciation (39-year straight line depreciation):**
  - o Calculate total project costs by adding both eligible and ineligible costs (including building purchases, if applicable).
  - o Determine annual depreciation by dividing total project costs by 39.
  - o Subtract annual depreciation from total project costs each year, starting after project completion until the end of the eligibility period.
2. **Land Value:**
  - o Provide an appraisal of the land and building at the time of application.
  - o Adjust the current land value for annual inflation up to the project’s exit point using an inflation rate supported by your market study.
  - o If the applicant does not own or control the land at the end of the eligibility period, do not include the land value.
3. **Calculate Terminal Value:**
  - o Add the adjusted remaining project costs (after depreciation) and the adjusted land value to determine the terminal value at the end of the eligibility period.

\*For Projects in which the applicant will not own or have control over the improvements at the end of the eligibility period, assume a terminal value of \$0.

### Unlevered Internal Rate of Return (IRR) Calculation

1. **IRR Computation:**
  - o Calculate the unlevered IRR with and without tax credits using the terminal value calculated above.
  - o Use the total project costs as the investment amount for this calculation.

# Prevailing Wage, Contractor Registration, and Affirmative Action

Applicants must select and affirm all acknowledgements about complying with existing prevailing wage requirements.

Applicants/Co-Applicants receiving a tax credit award will be required to complete a [Notice Regarding Affirmative Action/Prevailing Wage Form](#) prior to the execution of the Incentive Award Agreement with the Authority.

## Prevailing Wage, Contractor Registration, and Affirmative Action Requirements

Construction and buildings services activities under the CAFE Program are subject to New Jersey affirmative action and prevailing wage requirements.

(a) The Authority's affirmative action requirements, [N.J.S.A. 34:1B-5.4](#), [N.J.A.C. 19:30-3](#), and [N.J.A.C. 19:31BB-3\(a\)7](#), apply to the cultural arts project. The affirmative action requirements begin at application submission and apply for two years after the first certificate of compliance is issued.

(b) The Authority's prevailing wage requirements, [N.J.S.A. 34:1B-5.1](#), [N.J.A.C. 19:30-4](#), and [N.J.A.C. 19:31BB-3\(a\)9](#), apply to construction and building services work performed, including work performed by tenants, for the cultural arts project. The prevailing wage requirements for construction and building services work apply from the application submission through the end of the eligibility period.\* The Authority's prevailing wage requirements apply to construction contracts (which may include fixtures and other permanent installation of sculpture and other art) for work performed for the cultural arts project. This also applies to commercial tenants, commercial subtenants, and other commercial occupants for construction work and building services work at the cultural arts project. For CAFE, contractors and subcontractors must be paid prevailing wage work from application submission through the end of the eligibility period\*.

(c) In the event the cultural arts project constitutes a lease of more than 55 percent of a single facility or structure, the Authority's prevailing wage requirements, [N.J.S.A. 34:11-56.25](#) et seq., and [34:11-56.58](#) et seq apply to construction work and building services work at the entire facility or structure. In the event the cultural arts project constitutes a lease of more than 35 percent of a single facility or structure, these prevailing wage requirements apply to construction work at the entire facility or structure.

Effective April 1, 2020, contractors and subcontractors for construction contracts that require payment of prevailing wage must provide proof of registration under the Public Works Contractor Registration Act (Act), [N.J.S.A. 34:11-56.48](#) et seq. The Act does not require proof of registration for such contracts that were awarded prior to April 1, 2020. A violation of the Public Works Contractor Registration Act may result in the forfeiture of the entire tax incentive award since this item may not be correctable. Information regarding the Act can be found on the New Jersey Department of Labor's website: Department of Labor & Workforce Development ([nj.gov](#)). This also applies to commercial tenants, commercial subtenants, and other commercial occupants for construction work at the cultural arts project.

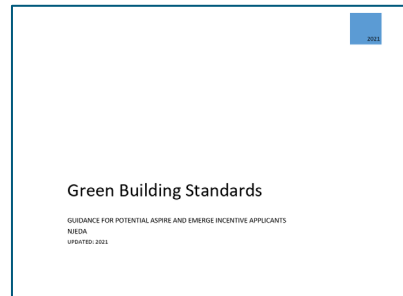
\*The eligibility period is defined as "the period of 5 years during which a cultural arts institution may claim, sell, transfer, or otherwise use a tax credit under the Program, beginning with the tax period in which the Authority accepts certification of the cultural arts institution that it has met the capital investment requirements of the Program." This means the prevailing wage requirements, including the public works contractor registration, start at application submission and continue for 5 years of operation of the cultural arts institution facility, after the construction project is certified as complete.

# Environmental Sustainability

Applicants should select the construction type, identifying if the project construction is either more or less than 50% of the building's value and/or square footage.

Applicants must describe how the project will meet minimum environmental and sustainability standards, including sharing documentation supporting their description.

Applicants must also acknowledge compliance with [Green Building Standards](#) and that detailed plans for the project's planned compliance will be submitted to NJEDA no later than 6 months after NJEDA Board approval.



## Environmental Sustainability

Projects that receive financial assistance from NJEDA must meet minimum environmental standards. Please acknowledge the following requirements of [NJEDA's Green Building Standards](#).

Please select the appropriate construction type from the options below that aligns with the cultural arts project. \*

Select

Select

Type 1: Construction consisting of 50% or more of the building's value and/or square footage

Type 2: Construction consisting of 50% or less of the building's value and/or square footage

Provide a description of how the minimum environmental and sustainability standards are to be incorporated into the proposed cultural arts project including the use of renewable energy, energy-efficient technology, and non-renewable resources in order to reduce environmental degradation and encourage long-term cost reduction. \*

Please upload additional documentation that supports the description of how the minimum environmental and sustainability standards are to be incorporated into the proposed cultural arts project.

Document	Files
Additional Document Supporting Above Description *	<div><div>⬇️ Add Files</div></div>

- ☐ I acknowledge that my cultural arts project must comply with Green Building Standards. \*
- ☐ I acknowledge that I must provide plans for how the project will meet the Green Building Standards no later than 6 months after NJEDA Board approval. \*

Previous

Next

# Cannabis Questionnaire

New Jersey State law prohibits certain cannabis licensees and certified personal use cannabis handlers' employers from receiving or continuing to receive most financial incentive awards.

## Cannabis Questionnaire

Has the applicant applied for or been issued a license, including a conditional license, from the New Jersey Cannabis Regulatory Commission (NJ-CRC) to operate as a cannabis cultivator, cannabis manufacturer, cannabis wholesaler, cannabis distributor, cannabis retailer, or cannabis delivery service; or does the applicant employ or intend to employ, or is the applicant itself, a certified personal use cannabis handler to perform work for or on behalf of a cannabis establishment, distributor, or delivery service? \*

No

If the applicant is a property owner, developer, or operator of a project: is the property being used or intended for use, in whole or in part, (1) by or to benefit a cannabis cultivator, cannabis manufacturer, cannabis wholesaler, cannabis distributor, cannabis retailer, or cannabis delivery service, (2) to employ a certified personal use cannabis handler to perform work for or on behalf of a cannabis establishment, distributor, or delivery service, (3) by a person or entity that has applied or intends to apply to the New Jersey Cannabis Regulatory Commission (NJ-CRC) for a license to operate as a cannabis cultivator, cannabis manufacturer, cannabis wholesaler, cannabis distributor, cannabis retailer, or cannabis delivery service or has applied for certification to be, or intends to employ, a certified personal use cannabis handler to perform work for or on behalf of a cannabis establishment, distributor, or delivery service? \*

No

# Diversity Equity and Inclusion

In this section, we would like more information about the diversity of your organization.

Answers have no impact on eligibility for assistance and providing information is optional, to be used for tracking purposes only.

Within each of these questions, “Prefer not to answer” can be selected if that is the case OR if the question is not applicable to your organization.

### Diversity, Equity, & Inclusion

With which of the following does the majority owner of the applicant organization self-identify (if applicable)?

- ☐ Minority
- ☐ Women
- ☐ Veteran
- ☐ LGBTQ
- ☐ Disabled
- ☐ None of the above
- ☐ Prefer not to answer

Please select which of the following State of New Jersey certifications the applicant organization currently holds:

- ☐ Small Business Enterprise (SBE)
- ☐ Disadvantaged Business Enterprise (DBE)
- ☐ Minority-Owned Business Enterprise (MBE)
- ☐ Woman-Owned Business Enterprise (WBE)
- ☐ Veteran-Owned Business Enterprise (VOB)
- ☐ Disabled Veteran-Owned Business Enterprise (DVOB)
- ☐ None of the above
- ☐ Prefer not to answer

### Additional DE&I Information

*In this section, we would like more information about any actions your company has taken or is taking with respect to Diversity, Equity & Inclusion.*

Please describe whether your company's leadership team is made up of a diverse group of individuals. Please provide as much detail as possible about the composition of your leadership team as it relates to groups that have been historically underrepresented (minority, woman, veteran, LGBTQ, disabled). \*

- ☐ Question is not applicable
- ☐ Prefer not to answer

Please describe whether your company's Board of Directors is made up of a diverse group of individuals. Please provide as much detail as possible about the composition of your leadership team as it relates to groups that have been historically underrepresented (minority, woman, veteran, LGBTQ, disabled). \*

- ☐ Question is not applicable
- ☐ Prefer not to answer

# Applicant Representative for Certifications

NJEDA requires that the Legal Questionnaire, Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L. 2022, C. 3, Acknowledgments of Applicant , and Certification of Applicant, are to be completed and signed by one of the following:

- by applicant's General Counsel or Chief Legal Officer (recommended); or
- for a corporation: a principal executive officer at least the level of vice president;
- for a partnership: a general partner;
- for a sole proprietorship: the proprietor;
- for a governmental entity: the contact person (business administrator, manager, mayor, etc.);
- for other than above: the person with legal responsibility for the application.

If you are an Authorized Representative you will be prompted to fill out these pages in the on-line application.

If you are NOT an Authorized Representative you will be prompted to Upload the Certifications page, which will require you to download and then upload signed copies of the acknowledgments and certifications.

# Fee Acknowledgement

Applicants can select to pay the application fee by **credit card, wire, or check**.

- \$5,000 for projects less than \$20MM total project costs
- \$10,000 for projects greater than or equal to \$20MM in total project costs

Payment by credit card or wire is recommended.

Checks can be sent to:

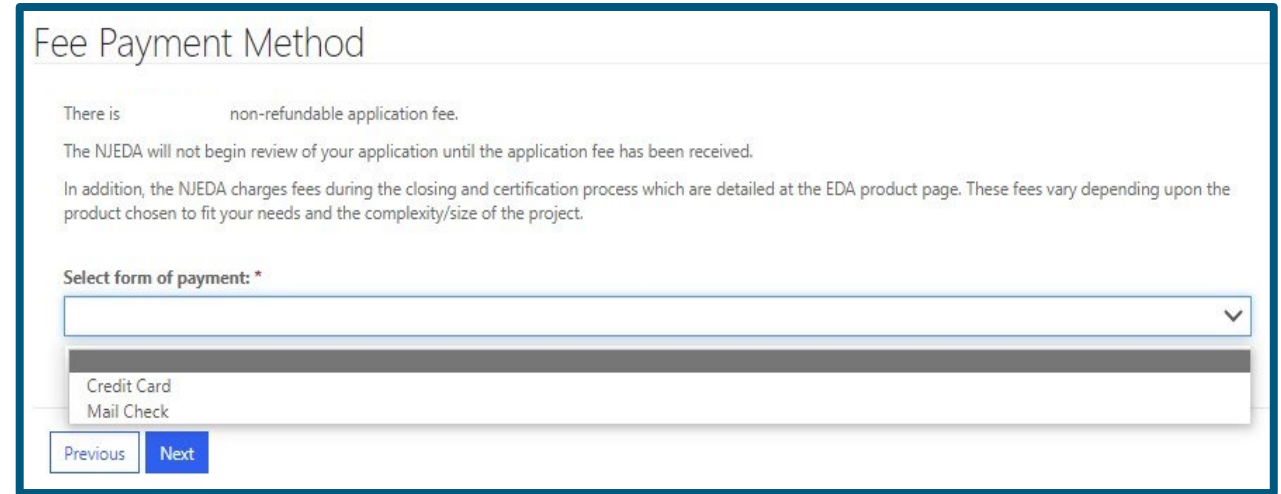
**Mailing Address:** NJEDA, PO Box 990, Trenton, NJ 08625-0990

**Street Address for Hand Delivery and Courier Services:** NJEDA, 36 West State Street, Trenton, NJ 08625

Check payments **must be postmarked by the application deadline** and the check must be received by NJEDA within 14 calendar days of this deadline. Hand-delivered checks must be received by the application deadline.

***Please include "CAFE app fee, the applicant name, application number in the memo of the check.***

**Please note after you have paid the application fee, you will still need to finalize the process by signing and submitting the application – see next slide**

A screenshot of a web form titled "Fee Payment Method". The form contains the following text: "There is a non-refundable application fee." followed by "The NJEDA will not begin review of your application until the application fee has been received." and "In addition, the NJEDA charges fees during the closing and certification process which are detailed at the EDA product page. These fees vary depending upon the product chosen to fit your needs and the complexity/size of the project." Below this text is a dropdown menu labeled "Select form of payment: \*". The dropdown menu is open, showing two options: "Credit Card" and "Mail Check". At the bottom of the form are two buttons: "Previous" and "Next".

# Electronic Signature

## Electronic Signature

Pursuant to written policy, the New Jersey Economic Development Authority allows documents to be signed electronically and hereby agrees to be bound by such electronic signatures. Please confirm that you, as a signatory to this document, also agree to be bound by electronic signatures.

☐ I agree to be bound by electronic signatures \*

☐ I am an Authorized Signer for this organization and I accept the above terms and conditions \*

Full Name \*



[Generate a new image](#)

[Play the audio code](#)

Enter the code from the image

[Previous](#)

[Submit Application](#)

# Submission Confirmation Page

After successful submission, you will see the confirmation page, which will list the Applicant's application confirmation number.

All future application communication will be sent to the email provided in the application.

You may return to the Application Homepage, by clicking "Return to Homepage."

Your application confirmation number is: **CAPP-00035976**

Any communications regarding the status of this application will be sent to \_\_\_\_\_

Dear :

Thank you for your application to the Historic Property Reinvestment Program (HPRP). The NJEDA Team will now begin our completeness review of your application. The Authority may also choose to commence legal and underwriting reviews; however, scoring items may not be reviewed and will not be scored by the Program's Selection Committee until after the application deadline has passed. As a result, applicants may not receive any communication from the HPRP Team until after the application window has closed.

We request that as our team works on the review of applications under the current round, you refrain from directly contacting any member of NJEDA's Historic Preservation team with any questions regarding this application or the HPRP. Instead, we ask that any questions be sent via email to \_\_\_\_\_. All questions received along with responses will be publicly posted on our website at <https://www.njeda.gov/>

A copy of your application is available for download from the HPRP application homepage. We recommend printing it (and this page) for your records.

Thank you again for your interest in Historic Preservation and the Historic Property Reinvestment Act.

To learn about other NJEDA programs, visit [njeda.gov](https://www.njeda.gov/)

Thank You,  
NJEDA

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