

**At Time of Application Submission**

- Building address and property information (size, type, occupancy, operating hours, etc.)
- Proof of building ownership/proof of building owner permission to undertake project
  - If Applicant leases space, a copy of their lease extending one year past the construction timeline and a Landlord Certificate Form signed by the landlord acknowledging they have reviewed and approved the proposed facility improvement(s).
  - If Applicant owns space, a deed, property tax statement, or current mortgage statement from the lender.
- Proof of building occupancy class (e.g. existing building permit, certificate of occupancy, building authority documentation)
- A description of the proposed project
- Project design drawings (if available)
- Project schedule (using NJEDA template)
- Photos of and information on existing building condition/systems
- Cost estimate budget spreadsheet using NJEDA template, which is supported by:
  - Quote(s) from contractor(s) that are registered with NJDOL as a Publics Works Registered Contractor with costs consistent with New Jersey State prevailing wage rates
  - Vendor quotes or similar retailer price information for any relevant items/equipment to be purchased directly by the applicant
  - Quotes/cost estimates for soft costs
  - Quotes/cost estimates for equipment to be procured by applicant
- A soft commitment for matching funding (e.g., promissory note, letter of commitment from a financial institution, etc.) OR proof of funding in-place (e.g. bank statements, executed financing agreement, or similar indication of availability of working capital for proposed project) to demonstrate Applicant’s ability to cover the balance of project costs not covered by this grant IN ADDITION TO a 10% contingency to cover any potential project cost overruns.
- Expected utility/state energy efficiency incentive payments (if applicable)
- Recent utility bill(s) (water and energy), as well as building occupancy and energy consumption (e.g. oil, propane) data for prior 12 months of operation
- Projected operating greenhouse gas emissions savings to be realized as a result of the project (calculated by a 3<sup>rd</sup> party qualified professional) with supporting information and additional documentation as required (HVAC equipment information, etc.). See RETROFIT Program - Emissions and Energy Calculations Guidance for details.

**Prior to Grant Agreement Execution**

- Valid Tax Clearance Certificate from NJ Division of Taxation no older than 180 days
- Notice Regarding Affirmative Action/Prevailing Wage, and Building Services Requirements Form

**Prior to Project Initiation**

- Firm proof of funding in place to cover balance of project costs and 10% project contingency (if not already submitted during application)

- Current certificates of insurance naming NJEDA in Certificate Holder Box, including for Commercial General Liability Insurance, Umbrella/Excess Liability, Worker's Compensation (if applicable) and Commercial Property and/or Builder's Risk Insurance. See program grant agreement for more details.

**During Project Execution**

- Annual progress reports
- Requests for reimbursement with proof of expenses (progress photos, receipts/invoices, proof of payments)
- Maintain current/unexpired tax clearance certificate and insurance policies

**After Project Completion:**

- Project completion report (inclusive of closed building permits, certifications, etc.) Utility bills (water and energy), as well as building occupancy and energy consumption data for twelve (12) months after the completion of project construction.