

# Next New Jersey Manufacturing Program Application

*This checklist is provided to help you prepare for the application process. Please note that specific requirements may vary depending on your project, so be sure to check the detailed instructions in the application for additional clarity.*

Planning to hire 20 or more new full-time jobs at the proposed Qualified Business Facility	
Project will meet the minimum capital investments requirements of \$10 million or greater	
Enter into a Contractual Collaborative Relationship with: (1. public or private university or college; 2. public or private high school; 3. workforce development organization; 4. vocational or technical school or institution; 5. labor organization, business or employer association, or nonprofit community-based organization that provides workforce training, apprenticeship, and career development services; 6. entities or consortia made up of (1) through (5) that develop and deliver workforce training	
Ensure 80% of the incentivized employees work time is spent in NJ and at the Qualified location, and subject to NJ tax	
The facility is primarily engaged in Manufacturing activities (>50% in manufacturing activities)	
Offer health benefits within 90 days of hire	
Maintain 100% of existing workforce (if applicable)	
Good standing with the NJEDA's sister agencies (i.e. NJ Departments of Labor and Workforce Development, Treasury, and Environmental Protection)	
The median salary of the full-time jobs is not less than 120% of the median Manufacturing salary in the county in which the project is located (visit <a href="http://www.njeda.gov/njnextmfg">www.njeda.gov/njnextmfg</a> for the list of County medians)	
Planning to maintain the facility for the 10-year commitment period	
Certificate of Alternate Name (if applicant has a DBA)	
Formation Documents for Applicant and Affiliates	
Valid NJ Tax Clearance Certificate (visit the Premier Business Services portal)	
Most recent 3 Years of Company Tax Returns and/or Financial Statements	
Most recent three consecutive years of Form 10-K filings, as well as the applicant company's most recent Form 10-Q. (if a publicly traded company)	
Schedule of Debts (Only for Owner types Individual, Firm or other)	
Trust Agreement (Only for Trusts)	
Documents which support the applicant's manufacturing-related activities. (These can include documents such as company profile, organizational charts, or other documents that exemplify the manufacturing business activities.)	
Organization Chart for Applicant and Affiliates	
Enter into a "Collaborative Relationship" (Supply supporting documents i.e. a Letter of intent, contract etc.)	
Employee Log Worksheet (found on <a href="http://www.njeda.gov/nextnjmfg">www.njeda.gov/nextnjmfg</a> )	
Most recent NJ WR-30 (if applicable)	
Project Cost Analysis Worksheet (found on <a href="http://www.njeda.gov/nextnjmfg">www.njeda.gov/nextnjmfg</a> )	
Supporting Documents for Project Cost Analysis Worksheet (validate the project cost assumptions including detailed project budgets, quotes for soft costs, cost estimates provided by prospective general contractors, and any other available 3rd party cost estimates)	
Proof of Funding Documents (NJEDA Assistance, Applicant Equity, Bank Financing, Construction to Permanent Financing, Venture Capital Fundings, Angel	
Completed Notice Regarding Affirmative Action/Prevailing Wage, Green Buildings and Business Services Requirement	
Excel financial projections for SBR project, including active formulas (not PDFs or screenshots)	
Business plan supporting the financial projections	
Market study offering context for the financial projections	
Any letters of intent or commitments for future sales that demonstrate potential revenue	

## Documentation Needed for Bonuses

New Jersey Small Business Enterprise (SBE) Certificate ( <a href="https://business.nj.gov/pages/sbe">https://business.nj.gov/pages/sbe</a> )	
New Jersey Woman-Owned Business (WBE) Certificate (WMBE Certificate Will Satisfy this as well)	
New Jersey Minority-Owned Business (MBE) Certificate (WMBE Certificate Will Satisfy this as well)	
New Jersey Veteran-Owned Business or Disabled Veteran-Owned Business (VOB or DVOB) Certificate	
New Jersey Emerging Small Business Enterprise (ESBE) or Disadvantaged Business Enterprise (DBE) Certificate	
New Jersey Lesbian, Gay Bisexual, Transgender, Queer, Questioning (LGBTQ+) Certificate	
New Jersey Urban Enterprise Zone (UEZ) Certificate	
New Jersey Socially and Economically Disadvantaged Business (SEBD) Certificate	
Current and active Collective Bargaining Agreement or Labor Harmony Agreement, at the qualified business facility	