



## Brownfields Impact Fund

### Application Checklist

The following information, documents are necessary for the NJEDA to determine the eligibility of projects for the Brownfields Impact Fund.	
Information	Check
1. <b>Pre-Qualification Screening Form</b> Applicant has completed pre-qualification form identifying site, borrower and /or grantee information ( <b>Optional</b> )	<input type="checkbox"/>
2. <b>Completed Online Application Form</b>	<input type="checkbox"/>
3. <b>Proof of site control or path to site control</b> such as: <ul style="list-style-type: none"> <li>• An executed, dated letter of intent signed by both the applicant and the current site owner</li> <li>• An executed, dated access agreement between the applicant and the current site owner</li> <li>• An executed, dated lease agreement between the applicant and the current site owner</li> <li>• A copy of the purchase contract for the site as well as any financing agreements associated with the purchase</li> <li>• If property is owned by applicant, a copy of deed</li> </ul>	<input type="checkbox"/>
4. <b>Current Tax Clearance Certificate</b> printed in NJ Economic Development Authority's name <b>This will remain valid for only 6 months.</b> Tax Clearance Certificates can be obtained by visiting the State of New Jersey's Premier Business Services (PBS) portal online at <a href="https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp">https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp</a>	<input type="checkbox"/>
5. <b>Support Letter from the Mayor</b> (or governing body if position of mayor does not exist) for the project and its application to the NJEDA. Support letter must include: Option #1: If there is a master plan or a local redevelopment plan that includes the project site, the support letter must indicate that the project aligns with the existing master plan or a local redevelopment plan that includes the project site. Option #2: If there is no master plan and there is no local redevelopment plan that includes the project site, the support letter must indicate that neither of these documents exist.	<input type="checkbox"/>
6. <b>Completed Notice Regarding Affirmative Action/Prevailing Wage/Davis-Bacon Act</b>	<input type="checkbox"/>
7. <b>Completed Environmental Activity &amp; Redevelopment Summary (Loan and/or Grant Application Report Template)</b>	<input type="checkbox"/>

<p>8. <b>Financial Records</b> to demonstrate the viability and experience of the entities undertaking the remediation. Applicants are encouraged to provide as much of this information as possible at time of initial application so that the NJEDA has this information for the financial analysis. However, for any information that is missing or any additional information that is needed, NJEDA staff will notify the applicant, who will have 5 business days from date of notification to provide the information.</p> <ul style="list-style-type: none"> <li>• Brief description of history and nature of business, as applicable</li> <li>• Last three years of financial statements, include balance sheet and income statements</li> <li>• Proposed source of loan repayment (loans only)</li> <li>• Business agreement/articles of organization</li> <li>• For individuals with 10% or more ownership of the business, a copy of their most recent tax return and personal financial statement</li> </ul>	<input type="checkbox"/>
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**Payment** via check or financial hardship waiver 'discount code' is required. NJEDA will contact applicants via email using the contact information provided in the application when the application is ready to be processed to request payment of the application fee. Applicants will have 10 business days to provide payment to NJEDA. (**Note:** Per the program's established policies and procedures, a hardship waiver is available to qualified grant applicants only.)

Applicant and site must be eligible to receive funding under the cooperative agreement for this program between NJEDA and USEPA. **Applicants can refer to the USEPA Brownfields Revolving Loan Fund webpage here:** <https://www.epa.gov/brownfields/brownfields-revolving-loan-fund-rlf-grants>