



**Project Status Update Form (PSU) for EMERGE Projects**  
**(This form must be submitted every 6 months until Project certification and accompanied by a valid New Jersey Tax Clearance Certificate for each approved affiliated entity)**

Submission Date:

**Section A: General Information**

1. Applicant/ Company Name:

2. Qualified Business Facility (“QBF”) address(es) (include Suites/ Floors/ Building designations identifying discrete spaces):

3. Company Contact(s) for the Project: - provide 2 company contacts (title, phone & e-mail)

4. Consultant Contact(s), if any: Name, Phone & e-mail

5. Recipient’s Tax Filing Period End Date (e.g., 12/31):

**Section B: Project Benchmarks**

1. Has the Company obtained site control at the QBF? If so, please provide the executed site control document(s) to the EDA. If not, what is the status and what is causing the delay?

2. Construction commencement date:

3. Anticipated construction completion date:

4. Has site plan construction approval been obtained from the municipality, if applicable? What is the status? If not, please explain why municipality approval does not apply to the Project. Provide municipality's documentation to support.

5. Has the AAPW initial guidance meetings happened with the EDA? When are the scheduled meeting timelines and statuses for:-

a. Pre-construction?

b. Building services compliance?

6. When was the Green Building Plan submitted for EDA's review? If not, what is the anticipated submission date? Please provide the pre-construction design approval date when available.

7. Has the construction been delayed?

8. Have the QBF floor plans been submitted to the EDA after the Company has obtained site control at the QBF? What is the status? Provide the finalized floor plans, prepared by a licensed architect, showing the QBF overall square footage that aligns with the site control documents.

- a. Using the finalized floor plans, the Company should submit an overlay that outlines each use area in the QBF and the corresponding square footages.

9. Has a temporary or permanent Certificate of Occupancy been issued? If so, when? If not, please provide the anticipated issuance date.

*Approved projects with total costs equal to or greater than \$10MM:*

10. What actions have been taken to firm up the draft version of the Community Benefits Agreement (CBA)/ Redevelopment Agreement for EDA's review? What is the anticipated execution date between the municipality and the Company? Provide the draft Agreement when available for EDA review.

**Section C: Project Status**

Provide a narrative of the current Project status and the timeline to completion. Are there any additional details that may have not been provided above (e.g.: move-in, site being fully operational, applicable project factors, etc)?

**Section D: Certification Timeline**

*Certified Public Accountant*

1. Have you engaged a Certified Public Accountant to perform the Certification? If so, please list the name of your CPA firm below. If not, when do you expect to engage a qualified CPA?

*Capital Investment*

- a. What is the capital investment spent to-date?

- b. List below the Affiliate(s) that will be making capital investment contributions to the QBF and provide Tax Clearance Certificates for each:

- c. Provide the Landlord name(s) making capital investment contribution to the QBF:

- d. What is the anticipated date that the Cost Certification will be submitted to the Authority?

*Jobs*

- a. How many employees have relocated or been associated with the Project in the State to-date?

- b. List the Affiliate(s) that will be creating jobs for the Project and provide Tax Clearance Certificates for each:

- c. List the Professional Employer Organizations (PEOs) that will be contributing jobs towards the Project. The PEO must be added to the Agreement to incent the jobs. An executed PEO agreement and PEO's registration with Department of Labor must be provided to support.

- d. What is the estimated date that all incented jobs (ie new and retained) will be placed or associated with the Project in the State?

- e. What is the anticipated date that the Jobs Certification will be submitted to the Authority?

**Section E: Miscellaneous**

What Project changes have been made or should be anticipated?

- a. Incentive job numbers and salaries level:

- b. Estimated capital investment at the QBF:

- c. QBF overall size and location:

- d. Square-footage variations for each use within the QBF (i.e., provide updated floor plans):

- e. Please note any changes to the Applicant that may be anticipated or have occurred. This might include changes to the organization structure or ownership, as well as changes in the business's primary business activities.

- f. Please list any other changes to the Project that have not been addressed above.