



Historic Property Reinvestment Program Application Checklist (revised 08/28/2024)

REQUIRED DOCUMENT UPLOADS

NJEDA FORMS

- NJ Tax Clearance Certificate for Applicant: [State of New Jersey's online Premier Business Services \(PBS\) portal](#)
- [Mapping Tool Report](#)
- Form HP-AR-a13 Project Cost Summary & Form HP-AR-a21 Project Budget Form ([Combined Form File](#))
- [Form HP-SC3-4b](#) Resume for Historic Architect or Architectural Historian
- [Form HP-SC3-4b](#) Resume for Archeologist (if applicable)
- [Form HP-SC3-5](#) Detailed Description of Rehabilitation Work
- [Form HP-AR-a28](#) Project Permits and Approvals
- [Pro Forma Template](#)/Project Pro-Forma forms (If applicable, not required for projects located within a Government Restricted Municipality or with total cost of rehabilitation under \$5M)
- [Form HP-AR-a22](#) Applicant Permits and Approvals Form
- [Legal Questionnaire for Applicant](#)
- [Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L. 2022, C. 3](#)
- [Acknowledgments of Applicant](#)
- [Certification of Applicant](#)
- [CEO Certification for the Applicant](#)
- [Religious Activities Form](#) for Applicant and/or Co-Applicant (if applicable)
- NJ Tax Clearance Certificate for Co-Applicant (if applicable): [State of New Jersey's online Premier Business Services \(PBS\) portal](#)
- [Form HP-AR-31b7](#) Co-Applicant Permits and Approvals Form (if applicable)
- [Legal Questionnaire for Co-Applicant](#) (if applicable)
- [CEO Certification for the Co-Applicant](#) (if applicable)

APPLICANT PROVIDED DOCUMENTS

- Project team organizational chart
- Documentation evidencing site control
- Photographs and other materials demonstrating the historic significance of the Qualified or Transformative Property
- Project Drawings
- Project Specifications
- Anticipated Construction Schedule (bar schedule)
- Construction Cost Estimate prepared using *Construction Specification Institute MasterFormat Specification Standards 2018* (CSI MasterFormat). CCE to include breakdown of eligible and non-eligible costs per line item
- Market and/or Feasibility Study (Non-profit applicants who do not have and are unable to obtain/complete study should contact the NJEDA at HistoricTaxCredit@njeda.gov)
- Fully executed Commitment Letter/s or Letter/s of Interest from banking institution for any financing or loan included in the project's financing stack
- Fundraising Plan outlining proposed fundraising activities and outreach, and showing forecasted timelines and deadlines for achieving established goals (Non-Profit Applicants Only)
- Documentation showing monetization of HPRP to include fully executed Commitment Letter/s or Letter/s of Interest from syndicator/broker/buyer for tax credits and bridging financing
- National/NJ Nomination (if applicable)
- Pinelands or CLG proof of designation (if applicable)
- For projects with prior approval of Part 2 under the Federal Historic Tax Credit program by the DEP's New Jersey Historic Preservation Office, documents evidencing approval (if applicable)
- For buildings with building envelope issues, photographs showing current building envelope condition (if applicable)
- For buildings with significant damage to structural components, copy of structural report from a licensed structural engineer (if applicable)
- For buildings with significant damage to structural components, photographs as needed to show current structural condition (if applicable)
- Written letter(s) of support (if applicable)
- Documentation showing monetization of federal historic tax credits to include fully executed Commitment Letter/s or Letter/s of Interest from syndicator/broker/buyer for tax credits and bridging financing. (If applicable)

REQUIRED NARRATIVES

- Narrative addressing level of significance and integrity of historic fabric for the Qualified or Transformative property
- Narrative description of the experience and qualifications of the business entity and relevant project team members' ability to complete project
- Narrative description of the project approach, which must include description of the rehabilitation project and proposed uses of square footage, and how the project will comply with the Secretary of Interior's Standards for Rehabilitation
- Narrative assessment of the historic property's level of significance (if applicable)
- For buildings with building envelope issues, narrative explaining how property is endangered due to issues with the building envelope (if applicable)
- Narrative describing damage to structural components (if applicable)