



Sample Application

Cultural Arts Facilities Expansion (CAFE) Program

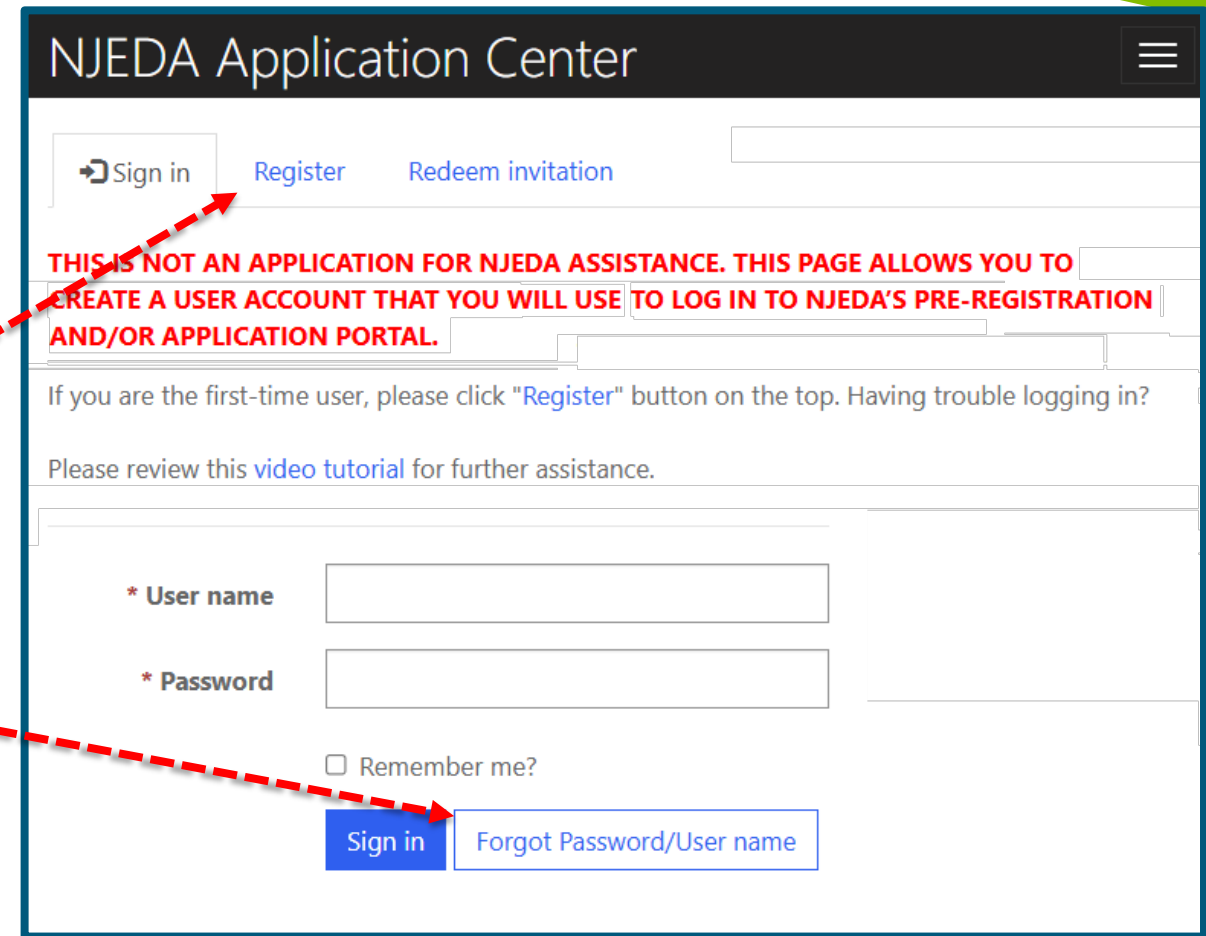
Updated April 7, 2025

NJEDA Application Center Sign-In Page

Visit the NJEDA Application Center through the webpage of the specific NJEDA program you are interested in or by going to the general log-in page at <https://programs.njeda.com/en-US/NJEDAPrograms/>.

If this is the first time you are using this portal to apply for an NJEDA product, please click the *Register* tab, listed towards the top of the screen.

If you do not have your login information, click on the *Forgot Password/Username* button and follow the instructions. This will send you an email with reset information. Your Username will be included in the email you receive, so please be sure to use your correct username when you sign in.



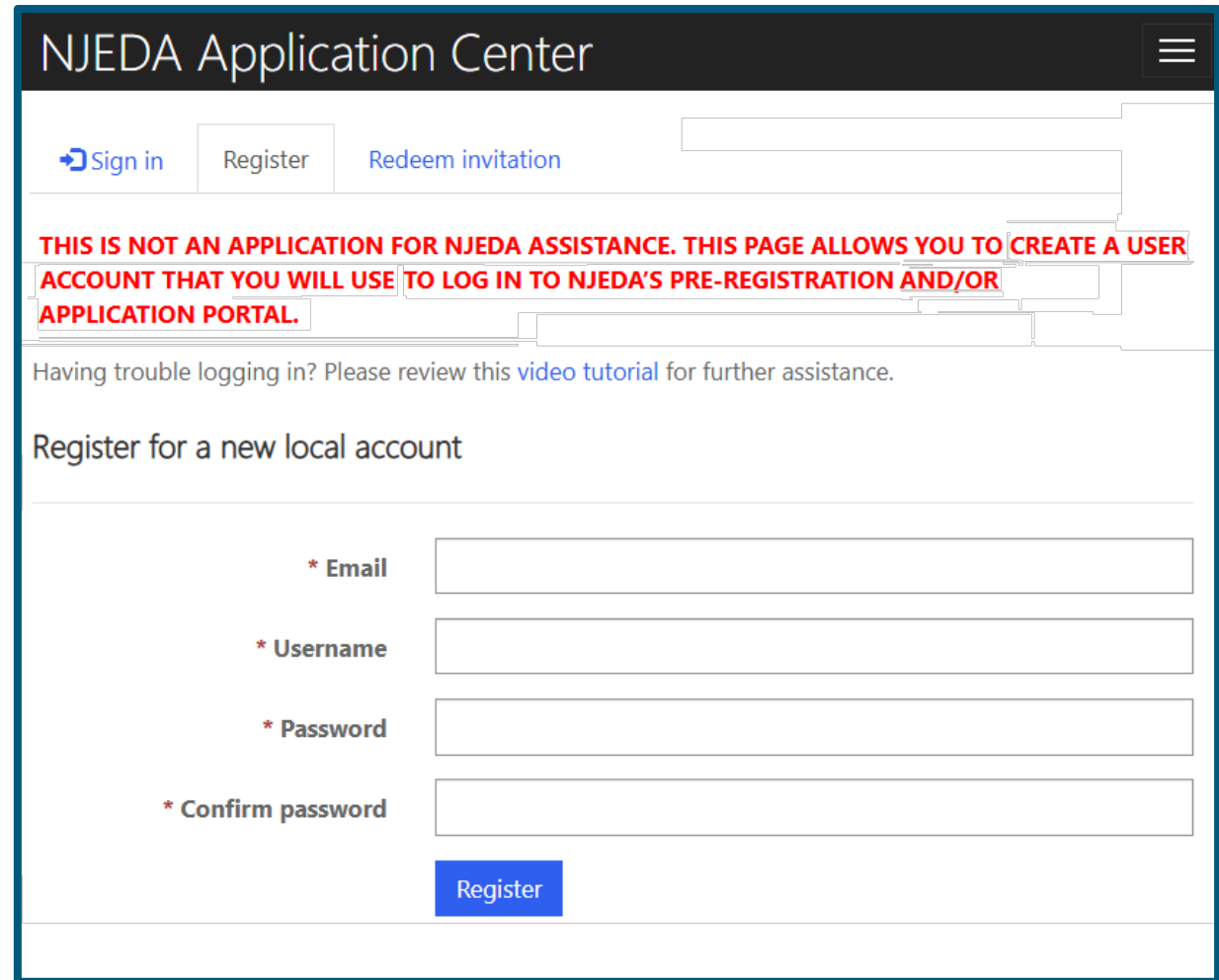
The screenshot shows the NJEDA Application Center sign-in page. At the top, there is a navigation bar with the title "NJEDA Application Center" and a menu icon. Below the navigation bar, there are three tabs: "Sign in" (with a key icon), "Register", and "Redeem invitation". A red dashed arrow points from the "Register" tab to the text below. The text reads: "THIS IS NOT AN APPLICATION FOR NJEDA ASSISTANCE. THIS PAGE ALLOWS YOU TO CREATE A USER ACCOUNT THAT YOU WILL USE TO LOG IN TO NJEDA'S PRE-REGISTRATION AND/OR APPLICATION PORTAL." Below this text, there is a message: "If you are the first-time user, please click 'Register' button on the top. Having trouble logging in? Please review this [video tutorial](#) for further assistance." The main form area contains two input fields: "* User name" and "* Password". Below these fields is a checkbox labeled "Remember me?". At the bottom of the form, there are two buttons: "Sign in" and "Forgot Password/User name". A red dashed arrow points from the "Forgot Password/User name" button to the text in the paragraph above.

How to Register Your Email Address

Enter your email, username (which can be the same as your email) and your desired password.

Passwords must contain characters from at least three of the following four classes: uppercase, lowercase, number, and non-alphanumeric (special) characters.

Once information is filled in click *Register* to continue.



The screenshot shows the NJEDA Application Center registration interface. At the top, there's a dark header with the title "NJEDA Application Center" and a menu icon. Below the header, there are three tabs: "Sign in" (with a blue arrow icon), "Register" (active), and "Redeem invitation". A red warning message is displayed: "THIS IS NOT AN APPLICATION FOR NJEDA ASSISTANCE. THIS PAGE ALLOWS YOU TO CREATE A USER ACCOUNT THAT YOU WILL USE TO LOG IN TO NJEDA'S PRE-REGISTRATION AND/OR APPLICATION PORTAL." Below this, there's a link to a "video tutorial" for login assistance. The main section is titled "Register for a new local account" and contains four required fields: "* Email", "* Username", "* Password", and "* Confirm password". A blue "Register" button is at the bottom right of the form.

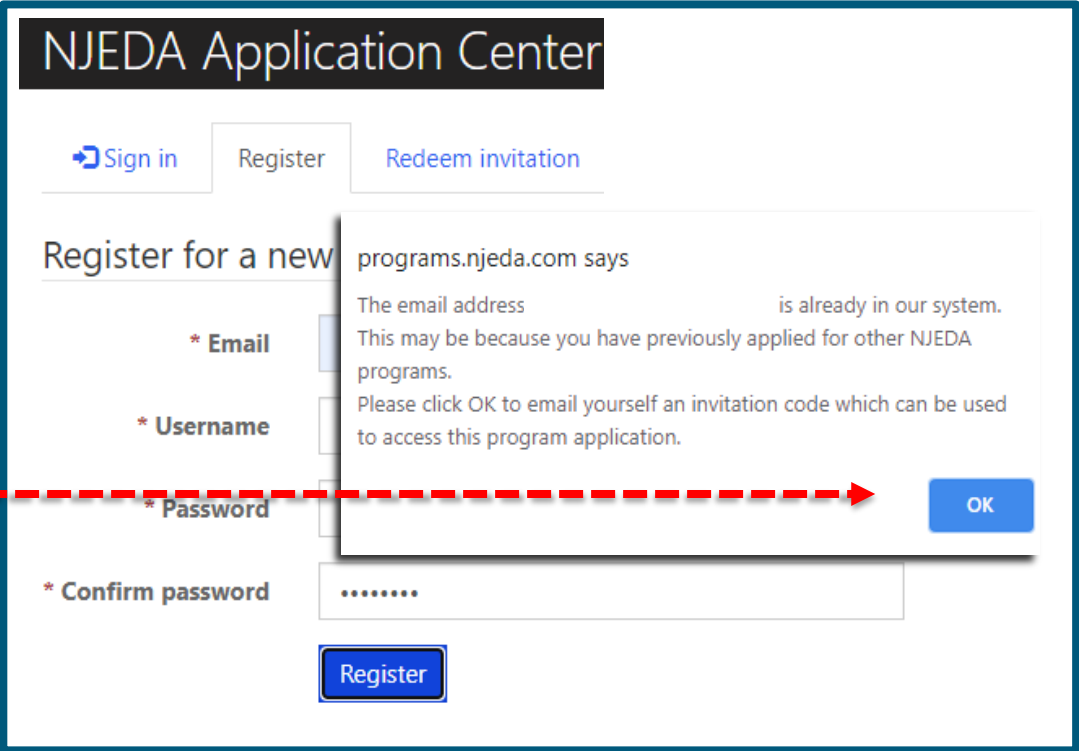


PLEASE BE SURE TO WRITE-DOWN/SAVE YOUR USERNAME AND PASSWORD

If Your Email is Recognized By the Application Portal

If you attempt to register with the Application Center, but your email address is already in the system, you will receive a pop-up notice stating that you will need to send yourself an invitation code to access your account.

Begin this process by clicking on the blue “OK” button within the pop-up box and follow the prompts.



The screenshot shows the NJEDA Application Center interface. At the top, there are three tabs: "Sign in" (with a blue arrow icon), "Register", and "Redeem invitation". Below these is a "Register for a new" section with input fields for "Email", "Username", "Password", and "Confirm password". A blue "Register" button is at the bottom. A pop-up message box is overlaid on the right side of the form. The message reads: "programs.njeda.com says The email address [redacted] is already in our system. This may be because you have previously applied for other NJEDA programs. Please click OK to email yourself an invitation code which can be used to access this program application." There is a blue "OK" button in the bottom right corner of the pop-up. A red dashed arrow points from the text "Begin this process by clicking on the blue “OK” button" to the "OK" button in the pop-up.



Remember to check your spam/junk folders if you can't locate an email from NJEDA. Emails are sent from crmnoreply@njeda.gov (NJEDA NoReply).

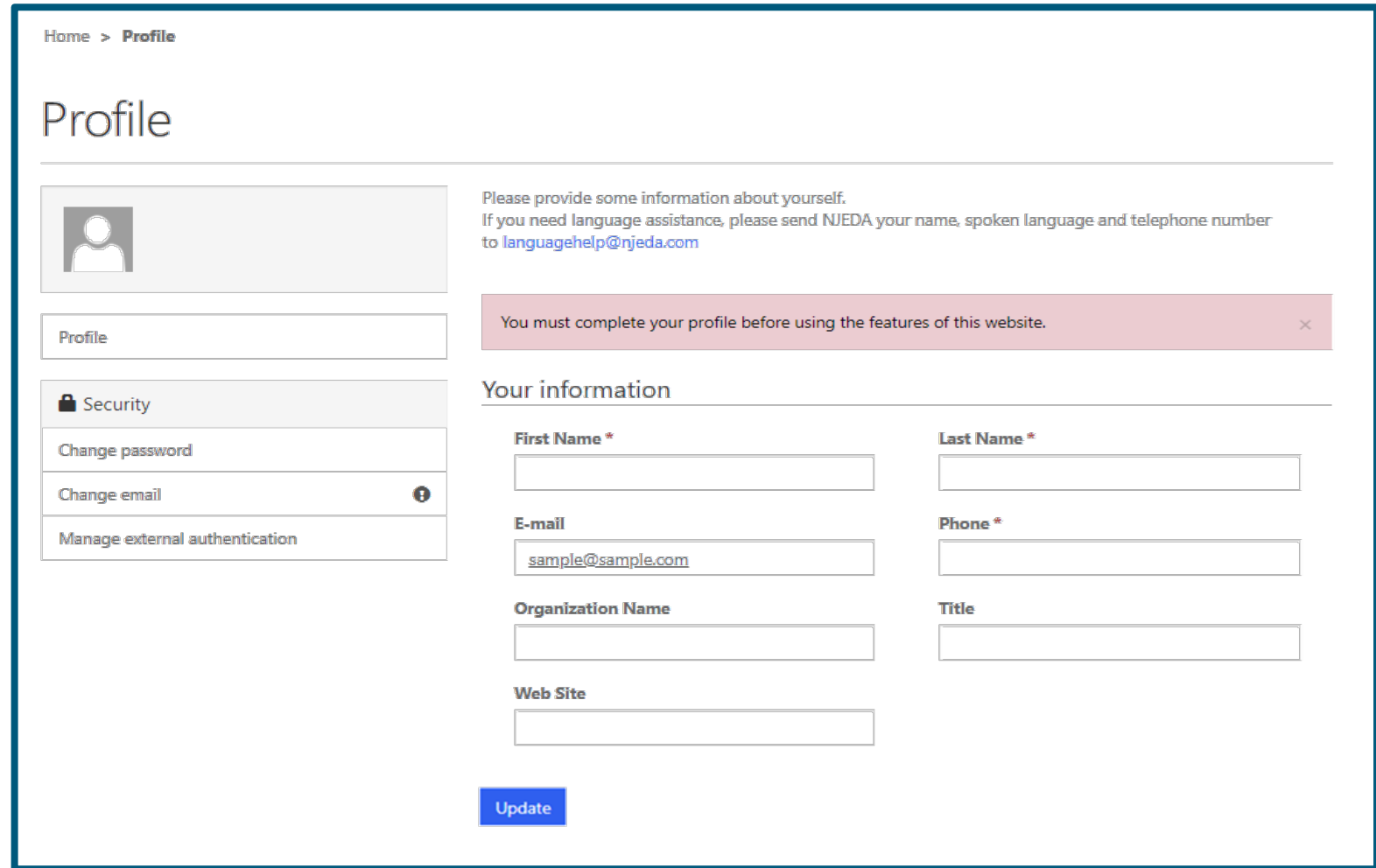
Setting Up Applicant Profile

(If Your Email is New and Not Recognized by the Portal)

After registering your email, you will be prompted to fill out your profile information.

Enter the information requested and confirm your email address is correct. This email address will be the primary way the NJEDA contacts your business.

Once complete, click “Update.”



The screenshot shows the 'Profile' setup page in the NJEDA portal. The breadcrumb 'Home > Profile' is at the top. The page title is 'Profile'. On the left, there is a sidebar with a profile picture placeholder, a 'Profile' tab, and a 'Security' section containing 'Change password', 'Change email' (with an info icon), and 'Manage external authentication'. The main content area has a message: 'Please provide some information about yourself. If you need language assistance, please send NJEDA your name, spoken language and telephone number to languagehelp@njeda.com'. Below this is a red notification bar: 'You must complete your profile before using the features of this website.' The 'Your information' section contains form fields for 'First Name *', 'Last Name *', 'E-mail' (pre-filled with 'sample@sample.com'), 'Phone *', 'Organization Name', 'Title', and 'Web Site'. An 'Update' button is at the bottom.

Home > Profile

Profile

Please provide some information about yourself.
If you need language assistance, please send NJEDA your name, spoken language and telephone number to languagehelp@njeda.com

You must complete your profile before using the features of this website.

Your information

First Name *

Last Name *

E-mail

Phone *

Organization Name

Title

Web Site

Update

Confirm Your Email Address

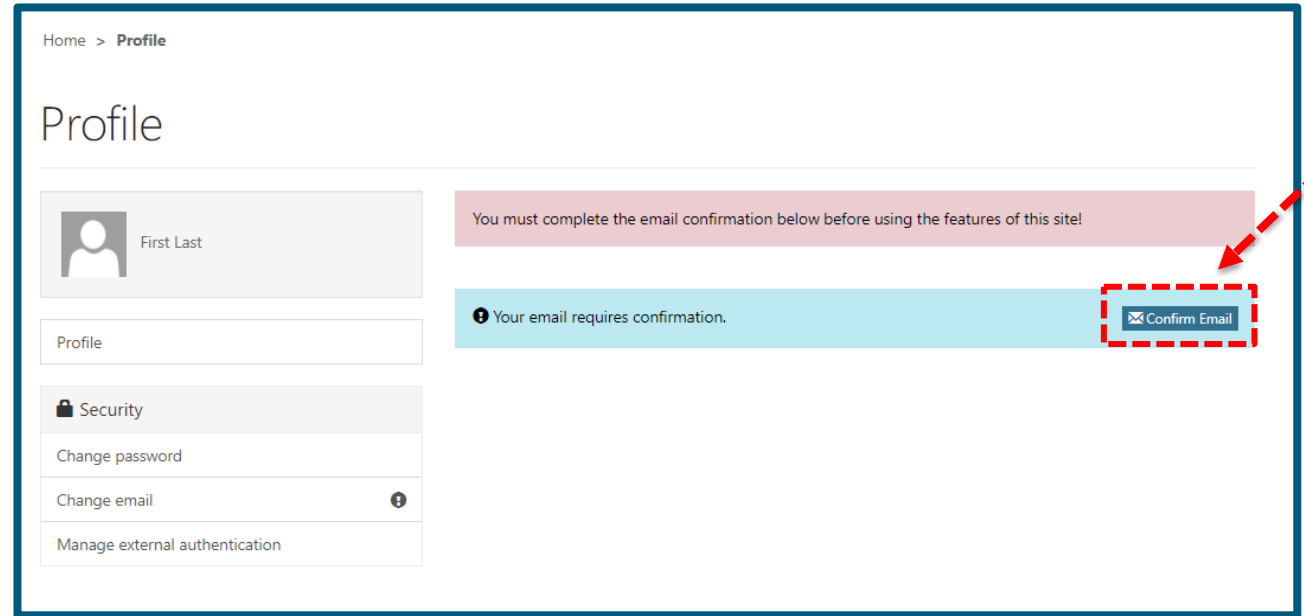
Once your profile information is complete, you need to confirm your email address.

Within the blue box, click on "Confirm Email".

An email will be sent to the email address listed.

Go to your email and follow the instructions within the email.

In order to fully access the application portal, you **MUST** confirm your email address by clicking on the link that is sent to your email.



If you have any issues creating a username or password, redeeming an invitation code, or otherwise logging into the portal, please email us at CustomerCare@njeda.gov or call our Customer Care line at (844) 965-1125.

Select Your Program

After you are fully logged in, the Application Center homepage will have two options at the bottom of the page. Select the *NJEDA Programs* button to see the full list of active NJEDA programs.



On the next page, find and select the program you wish to apply for.

Programs are not listed in alphabetical order, so please read through the entire list if you are having difficulty locating your desired program.



Welcome Page

After selecting the program you wish to apply for, you will see the *Welcome* page. This page covers a lot of important and helpful program information, so please read through it carefully before you begin the application.

Once you are ready, click “Create New Application” to begin.

FYI:

Your application will automatically be saved every time you click the “Next” button.

WELCOME: Cultural and Arts Facilities Expansion (CAFE) Program Application

You have reached the application page for the Cultural and Arts Facilities Expansion (CAFE) Program.

The CAFE Program is designed to enhance economic development by supporting facilities that are engaged in cultural, arts and cultural education, or artistic enrichment. It provides tax credits based on a percentage of the project's eligible costs. This initiative aims to bolster arts and cultural facilities, contributing to the broader economic and cultural fabric of the state.

The CAFE Program encourages arts and cultural economic development in the State by providing tax credits for five years (the “eligibility period”). The amount of tax credits a Cultural and Arts Institution (or “applicant”) receives is 100 percent of the eligible project costs and is subject to a statutory cap of \$75 million. A project must result in a capital investment of at least \$5,000,000. If the cultural arts facility is part of a larger building, any shared parts like foundations or parking lots can only be counted as project costs in proportion to the square footage that the cultural arts facility occupies in the building. In addition, to ensure that the funding is used as intended, the program prohibits leasing / subleasing for non-mission related activities and other non-eligible uses to 40 percent or 15,000 square feet of the facility, whichever is less.

“Cultural arts institution” or “applicant” means a governmental entity or nonprofit or governmental economic or community development entity incorporated pursuant to Title 15 of the Revised Statutes or Title 15A of the New Jersey Statutes, operating on a not-for-profit basis, and having the primary mission and specific policy goal of cultural, educational, or artistic enrichment of the people of this State. A “cultural arts institution” shall include a for-profit business seeking a tax credit for a cultural arts institution facility primarily open to the public provided that the cultural arts institution facility is receiving a federal historic rehabilitation tax credit pursuant to the federal Internal Revenue Code of 1986, 26 U.S.C. § 47, or a tax credit pursuant to the “Historic Property Reinvestment Act,” N.J.S.A. 34:1B-270 through -276.

The applicant for this program is the cultural arts institution. The applicant must continue to meet the eligibility requirements throughout the project.

“Cultural arts institution facility” means an existing or proposed facility within this State, operated and maintained by a cultural arts institution primarily open to the public. A “cultural arts institution facility” includes, without limitation, an aquarium, botanical society, historical society, library, museum, gallery, performing arts center, or any related facility that is principally for the support and benefit of any of the foregoing, including but not limited to arts-based community centers, provided that not more than 15,000 square feet or 25 percent of square footage, whichever is less, shall be dedicated to generating revenue that is not directly related to the primary mission of the cultural arts institution. The term “cultural arts institution facility” shall not include facilities predominately used for athletics, recreation, and non-arts-based community centers. If the cultural arts facility is a component of a larger facility, the otherwise qualifying costs of any shared structures or improvements, including but not limited to, foundations or parking lots may be included as project cost only to the extent of the cultural arts facility's pro-rata share, based on square footage, of the facility.

The full application requires detailed information and supporting documentation about your entity, co-applicant, affiliates, and the proposed cultural arts project for which you are applying for tax credits.

The application is broken down into numerous sections, with many potential separate pages to be clicked through and completed, depending on your specific circumstances. You will not be able to proceed further into the application without completing all required fields and uploads within the current section. Progress on the application can be saved as you complete each section. At all times, you will be able to go back to sections that you have already completed.

This full application will take several hours to complete. Please read the prompts to questions carefully and provide professionally written responses that address all details requested in the questions in the suggested length of text. Applications submitted with placeholder documents and/or acknowledgements that the requested materials will be provided separately will not be deemed complete and you are advised against submitting applications without all required documentation.

It is HIGHLY RECOMMENDED that you review information and resources on the [main CAFE webpage](#).

It is also HIGHLY RECOMMENDED to name your files descriptively to assist NJEDA with the review process.

Uploaded file names should:

- Be identifiably connected to the project.
- Accurately describe file contents and application elements
- Denote date modified or file version number.

In the event of any questions, please contact a CAFE team member at CAFE@njeda.gov.

Language Assistance:

ATENCIÓN: si habla español, los servicios de asistencia lingüística, gratuitos, están disponibles para usted enviando un correo electrónico a languagehelp@njeda.gov.

تنبيه: إذا كنت تتحدث اللغة العربية، فإن خدمات المساعدة اللغوية مجانية متاحة لك عبر إرسال بريد إلكتروني إلى languagehelp@njeda.gov.

注意: 如果您說粵語, 可以透過傳送電子郵件至 languagehelp@njeda.gov 免費獲取語言協助服務。

注意: 如果您說普通話, 可以通過發送電子郵件至 languagehelp@njeda.gov 免費獲取語言協助服務。

ધ્યાન આપો: જો તમે ગુજરાતી બોલતા હોય તો, તમારા માટે languagehelp@njeda.gov પર ઇ-મેઇલ કરવાથી ભાષા સહાય સેવાઓ મફતમાં ઉપલબ્ધ છે.

ध्यान दें: यदि आप हिंदी बोलते हैं, तो languagehelp@njeda.gov पर ईमेल द्वारा, आप के लिए नि:शुल्क भाषा सहायता सेवाएं उपलब्ध हैं।

ATTENZIONE: se parla italiano, può usufruire gratuitamente di servizi di assistenza linguistica scrivendo all'indirizzo languagehelp@njeda.gov

알림: 한국어를 사용하시는 경우, 언어 지원 서비스가 무료로 이메일 languagehelp@njeda.gov 을 통해 제공됩니다.

UWAGA: Jeśli mówisz po polsku, możesz uzyskać pomoc tłumacza bezpłatnie wysyłając e-mail pod adres languagehelp@njeda.gov.

ATENÇÃO: se você falar português, oferecemos serviços de apoio de idioma gratuitos. Envie um e-mail para languagehelp@njeda.gov.

ATTENTION: Kung nagsasalita ka ng Tagalog, magagamit mo ang libreng mga serbisyonang tulong sa wika sa pamamagitan ng pag-email sa languagehelp@njeda.gov.



Create New Application

Language Access

Provide a “Yes/No” response to indicate whether English is your primary language or select “Prefer Not to Answer”.

If English is not your primary language, free language assistance services are available.

If you are interested in using an interpreter provided by EDA, please indicate your primary language.

Language Access

Is English your primary language? *

Select

Please identify which of the following languages is your primary language: *

Select

Select

español (Spanish)

العربية (Arabic)

粵語 (Cantonese Chinese)

普通話 (Mandarin Chinese)

ગુજરાતી (Gujarati)

हिंदी (Hindi)

italiano (Italian)

한국어 (Korean)

po polsku (Polish)

português (Portuguese)

Tagalog

Other

If the NJEDA needs to contact you regarding your application, would you be interested in having an EDA provided interpreter in your native language? *

Select

Select

Yes

No

NJEDA
ECONOMIC DEVELOPMENT AUTHORITY

9

Primary Point of Contact

On this page we will collect contact information for the [Primary Point of Contact for this application.](#)

Please ensure that the email provided is the correct email for the primary point of contact on this application.

This email will be used for the fee correspondence and any other communications to the applicant team.

***Required field**

Primary Point of Contact

Throughout the life of a project – from application, to approval, to closing, and to certification/servicing – NJEDA will need to engage with various members of your team. This section collects contact information for individuals we may need to speak with as part of this project.

Please provide contact information for the primary point of contact within the applicant that NJEDA will keep updated on the status of this application.

NOTE: It is highly recommended that the primary point of contact be the individual that is currently filling out this application.

Salutation

Select

First Name *

Middle Initial

Last Name *

Suffix

Select

Title *

Email Address *

Email Address Confirmed *

Please be sure the email address you enter is a valid email address, as this will be the primary address by which NJEDA contacts you on the status of this application.

Authorized Representative

Given that this application requires the company to certify that representations are factual, we would then like to know if that primary contact is also legally authorized to sign documents on behalf of the company.

If not, we will collect contact information for someone who is authorized. This contact can also be copied on any updates the primary point of contact will receive on the status of this application.

Authorized Representative

Please input the following information for the contact who is authorized to sign legally binding documents and make legally binding certifications in this application on behalf of the applicant company.

Salutation

Select

First Name *

Middle Initial

Last Name *

Suffix

Select

Title *

Email Address *

Email Address Confirmed *

Phone Number and Extension (if available) *

To include an extension with your phone number, simply enter the phone number first, followed by the extension.

Chief Executive Officer/Owner/Equivalent

If the primary point of contact is not Chief Executive Officer/Owner/Equivalent (Executive Director) for the applicant, you will be asked to fill out the contact information for the Chief Executive Officer/Owner/Equivalent (Executive Director).

Chief Executive Officer/Owner/Equivalent

If the primary point of contact does not hold this role, please provide the contact information for the owner, CEO, or equivalent highest-ranking executive for the applicant.

Salutation

Select

First Name *

Middle Initial

Last Name *

Suffix

Select

Title *

Email Address *

Email Address Confirmed *

Phone Number and Extension (if available) *

To include an extension with your phone number, simply enter the phone number first, followed by the extension.

Consultant Information

While not required, we understand that some applicants may choose to utilize consultants for support on applications.

Are you, the applicant company, using a consultant to assist with this application?

IF YES, you will be asked to fill out the contact information for the consultant, including the question asking if the consultant is a registered governmental affairs agent.

Consultant Information

While not required, we understand that some applicants may choose to utilize consultants for support. While the NJEDA will direct all communications to the primary point of contact, please also provide us with information about any consultants supporting you on this application.

Are you, the applicant company, using a consultant to assist with this application? *

Yes

Salutation

Select

First Name *

Middle Initial

Last Name *

Suffix

Select

Company *

Title *

Email Address *

Is the Consultant a Registered Governmental Affairs Agent? *

Yes

Government Affairs Registration Number *

Legal Counsel

If the applicant company is represented by legal counsel (either internal or external), we would like that contact information as we may need to communicate with counsel regarding contractual documents between the NJEDA and the applicant.

Legal counsel can also be copied on any updates the primary point of contact will receive on the status of this application.

Legal Counsel

If approved, NJEDA will utilize form contractual documents, such as an approval letter and a commitment agreement. Applicants will have limited opportunity to request non-standard modifications of the agreements. However, NJEDA will often work with an applicant's legal counsel to answer questions on these agreements. If you would like, please provide the contact information for the applicant's legal counsel that will support on this project. This contact may be either internal or external counsel.

Would you like to designate a Legal Counsel Contact? *

Yes

Salutation

Select

First Name *

Middle Initial

Last Name *

Suffix

Select

Company *

Title *

Email *

Email Confirmed *

Media Contact

If the primary point of contact is not authorized to speak to the media on behalf of the applicant, you will be asked to fill out the contact information for the authorized media contact.

Media Contact

NJEDA often works with an applicant's public relations or media relations representatives on press releases and press inquiries regarding approved projects. If you would like, please provide the contact information for the applicant's Media Contact that will support on this project.

Would you like to designate a Media Contact? *

Yes

Salutation

Select

First Name *

Middle Initial

Last Name *

Suffix

Select

Company *

Title *

Email Address *

Email Address Confirmed *

Accountant Information

The NJEDA may need to communicate with an applicant's Accountant. This section collects that contact information.

The Accountant can also be copied on any updates the primary point of contact will receive on the status of this application.

Accountant Information

NJEDA often works with an applicant's internal or external accountant to confirm information included in the application and support on project certification and ongoing compliance requirements. If you would like, please provide the contact information for the applicant's accountant that will support on this project.

Would you like to designate an Accountant Contact? *

Yes

Salutation

Select

First Name *

Middle Initial

Last Name *

Suffix

Select

Company *

Title *

Email Address *

Email Address Confirmed *

Applicant Organization

In this section, we are collecting information about the organization that is applying for this program.

This page will request applicant organization information including but not limited to:

- Entity Type
- Date Established
- Entity Formation Documents
- Federal Tax Identification Number (FEIN)
- NJ Tax Identification Number
- [NAICS Code](#)
- Short Organizational Description
- Organization Phone Number
- Organization Website
- [NJ Tax Clearance Certificate](#)

Applicant Organization

In this section, we are collecting information about the primary applicant for this program. We are focused on the primary applicant only. We will collect information on affiliates, parent companies, holding companies, or other related entities in the following sections of the application.

Applicant Organization Name *

The full name of your registered legal entity. This name should match the name on your formation documents. If you are not sure of your legal entity name, please visit <https://www.njportal.com/DOR/BusinessNameSearch/Search/BusinessName>.

Applicant Doing Business As (DBA)

Does your business operate under a different name?

Certificate of Alternate Name

Please provide a Certificate of Alternate Name issued by Division of Revenue and Enterprise Services if you have one. Copies can usually be found on the state business records website [Division of Revenue & Enterprise Services: Business Records Service \(njportal.com\)](https://www.njportal.com).

Document	Files
Certificate of Alternate Name	Add Files

Applicant Entity Type *

Select
What is the ownership structure of the applicant?

Is the applicant, or any person who controls the applicant or owns or controls more than 1% of the stock of the applicant, an officer or employee of any agency, authority or other instrumentality of the State of New Jersey? *

Select

Date Established *

MM/DD/YYYY
Please make sure this date matches the date on your entity's formation documents. MM/DD/YYYY

Mailing Address

Country *

United States

Street Address 1 *

Enter a location
Please continue typing out your full address (include city, state, etc.) until the correct address appears in the dropdown.

Street Address 2

Applicant Country of Incorporation/Formation *

United States

Applicant State of Incorporation/Formation *

Select

Please upload any formation documents for the Application Organization

Documentation to verify applicant entity's name – must provide company formation documents that relate to the entity applying (Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Certificate of Trade Name (filed at county clerk's office-for sole proprietors))

- **Sole Proprietor:** Provide a [Certificate of Trade Name](#) (filed with the county clerk)
- **LLC:** Provide a [Certificate of Formation and Operating Agreement](#)
- **Corporation:** Provide a [Certificate of Incorporation and Bylaws](#)
- **NonProfit:** Provide a [Certificate of Incorporation and Bylaws](#)
- **Out of State:** If your entity was formed out of state but operates within the State of New Jersey, you must file a Certificate of Authority when registering the business in New Jersey and provide that certificate.

Document	Files
Formation Document(s) *	Add Files

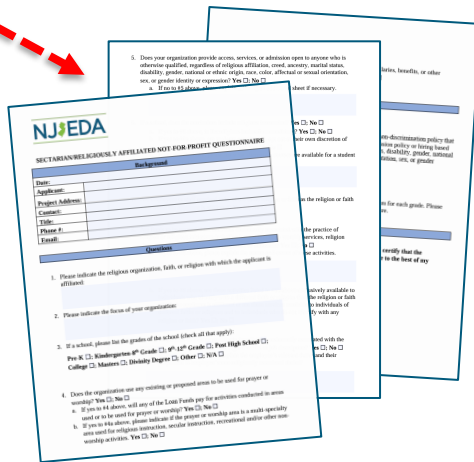
Applicant Organization

(continued)

If the applicant organization (or any related entities) has previously received NJEDA, details of that funding is required to be included as part of the application.

Certification is also required that the applicant is not in default with any other State of New Jersey programs

If the applicant is involved in religious activities or is religiously affiliated, an additional Religious Activity Questionnaire will be required.



Applicant Federal Employer Identification Number (FEIN) *

The 9 digit Federal Tax ID number of your organization.

Applicant New Jersey Tax ID Number *

Applicant Organization's Phone Number and Extension *

To include an extension with your phone number, simply enter the phone number first, followed by the extension.

Applicant Organization's Website

Please provide a high-level, 2-3 short paragraph description of the applicant. This may include the type of business you are involved in, your company's mission statement, the markets or customer base the company serves, and any other information about your business that the NJEDA should understand to review your application. *

NAICS

North American Industry Classification System (NAICS) Code *

Please select the magnifying glass to launch the NAICS search window. In the upper right hand of the window there is a search bar. In the search bar, you may enter your NAICS code, the type of business you are, or the industry in which your business operates. If your search does not return a result, please try additional terms that describe your business until you return a result.

Please be sure to use the same code that is listed on your most recent business tax filings. For help, please see the [North American Industry Classification System \(NAICS\) U.S. Census Bureau website](#).

Tax Clearance Certificate

Please upload the Tax Clearance Certificate from the NJ Division of Taxation here.

Document

Tax Clearance Certificate Document(s)

Files

Add Files

Certificates may be requested through the State of New Jersey's online [Premiere Business Services \(PBS\)](#) portal. Under the Tax & Revenue Center, select Tax Services, then select Business Incentive Tax Clearance. If the applicant's account is in compliance with its tax obligations and no liabilities exist, the Business Incentive Tax Clearance can be printed directly through PBS. [CLICK HERE](#) for instructions on how to secure your tax clearance certificate.

Is the applicant involved in religious activities or is religiously affiliated? *

Select

Please note that this requires additional questions to determine eligibility of the requested financial assistance.

Prior NJEDA Assistance

Has the applicant, or any related entities, previously received NJEDA assistance? *

Yes

Please identify the entities who have received NJEDA assistance. *

Please describe the NJEDA assistance the applicant previously received. Please be as specific as possible in detailing the programs through which you received NJEDA assistance, the facilities or projects associated with that assistance, the timeframes in which the assistance was provided, and the status of any awards or agreements. *

I certify that the firm is not in default with any other program administered by the State of New Jersey. *

Select

Applicant Organization

(continued)

If the applicant organization has a headquarters, you will need to provide the country, street address, city, state, and postal code for the headquarters.

Only if the applicant is a for-profit company, the applicant must be receiving either a federal or state historic tax credit. Select which tax credit your company is receiving and upload corresponding supporting evidence. If receiving both just provide evidence of one.

Applicant Organization - Continued

In this section, we are collecting information about the company that is applying for assistance. We are focused on the primary applicant only. We may collect information on affiliates, parent companies, holding companies, or other related entities in the following sections of the application.

Applicant Organization's Headquarters Address

Does the Applicant Organization have a headquarters? *

Select

Please select "NO" if your Mailing Address and Applicant Organization's Headquarters Address are SAME.

Operational Information

Is the applicant a publicly traded company? *

Select

Please provide a high-level, 2-3 short paragraph description for each member of the applicant team, including any affiliate(s) or co-applicant(s). *

This should include years of operation, number of employees, annual revenues or budget, business focus, amount of assets developed and under management (if applicable), geographic scope, services provided, and any other relevant highlight information. Please also highlight any projects completed similar to the project proposed that would speak to the applicant's development capabilities.

Upload any additional materials that speak in more detail to the organization's capabilities and development history.

Document	Files
Additional Materials(s)	Add Files

Upload three consecutive years of Business Tax Returns & Financial Statements or other forms filed with the Internal Revenue Service as applicable (i.e. Form 990s for Non-Profits).

Please note: If the applicant filling out this application is a cultural arts institution that has not been in existence for at least three years, please note this in your response and provide whatever other documentation is available to demonstrate a satisfactory commitment to this project and evidence of both financial and professional wherewithal to complete the project.

Document	Files
Tax Returns and Financial Statements *	Add Files

In order to be eligible for a tax credit under the CAFÉ program, for profit businesses must be receiving a federal historic rehabilitation tax credit pursuant to the federal Internal Revenue Code of 1986, 26 U.S.C. § 47, or a tax credit pursuant to the "Historic Property Reinvestment Act," N.J.S.A. 34:1B-270 through -276.

Please select the type of tax credit the for profit business applying for this tax credit is receiving: *

Select

State Tax Credit (pursuant to the "Historic Property Reinvestment Act," N.J.S.A. 34:1B-270-276)

Federal Historic Rehabilitation Tax Credit (pursuant to the federal Internal Revenue Code of 1986, 26 U.S.C. § 47)

State Tax Credit (pursuant to the "Historic Property Reinvestment Act," N.J.S.A. 34:1B-270-276)

Please upload a document evidencing that the for-profit applicant is the recipient of the tax credit type selected above:

Please note: If the name of the recipient on the document provided to evidence a State Tax Credit does not exactly match the name of the applying entity on this CAFÉ tax credit program application, please include a brief explanation for the name discrepancy in your response uploaded here.

Document	Files
Evidence of Federal Historic Rehabilitation or State Tax Credit *	Add Files

[Previous](#) [Next](#)

If the applicant is a publicly traded company, you will be asked to provide the Exchange Ticker Symbol and the three most recent, consecutive years of Form 10-K filings and the most recent Form 10Q.

Is the applicant a publicly traded company? *

Yes

Exchange Ticker Symbol *

Please provide the applicant company's most recent three consecutive years of Form 10-K filings as well as the applicant company's most recent Form 10Q.

Document	Files
Form 10-K & Form 10Q(s) *	Add Files

Lead Development Entity - Applicant Organization

We are only focused on the Lead Development Entity (LDE) in this section.

If the applicant organization is also the LDE, this section will not appear. The applicant is required to identify the LDE in the application.

Lead Development Entity - Applicant Organization

While the ultimate determination of the Lead Development Entity is at the discretion of the Authority, this section will allow you to propose a Lead Development Entity and provide all the needed application materials for the proposed entity. Generally, a good place to start when identifying the Lead Development Entity is the legal entity that pays the salaries of development staff working on the project. We are only focused on the Lead Development Entity LDE in this section and we will collect information on owners of the project, affiliates, parent companies, holding companies, or other related entities in the following sections of the application.

Lead Development Entity Name *

The full name of your registered legal entity. This name should match the name on your formation documents. If you are not sure of your legal entity name, please visit <https://www.njportal.com/DOR/BusinessNameSearch/Search/BusinessName>.

Lead Development Entity Doing Business As (DBA)

Does your business operate under a different name?

Lead Development Entity Certificate of Alternate Name

Please provide a Lead Development Entity [Certificate of Alternate Name](#) issued by Division of Revenue and Enterprise Services if you have one. Copies can usually be found on the state business records website [Division of Revenue & Enterprise Services: Business Records Service \(njportal.com\)](#).

Document	Files
Lead Development Entity Certificate of Alternate Name	 Add Files

Lead Development Entity Type *

What is the ownership structure of the lead development entity?

Is the lead development entity, or any person who controls the lead development entity or owns or controls more than 1% of the stock of the lead development entity, an officer or employee of any agency, authority or other instrumentality of the State of New Jersey? *

Lead Development Entity's Date Established *

Please make sure this date matches the date on your entity's formation documents. MM/DD/YYYY

Lead Development Entity Mailing Address

Country *

Street Address 1 *

Please continue typing out your full address (include city, state, etc.) until the correct address appears in the dropdown.

Lead Development Entity - Applicant Organization (continued)

This section also requests the following information for the LDE:

- Entity Type
- Date Established
- Entity Formation Documents
- Federal Tax Identification Number (FEIN)
- NJ Tax Identification Number
- [NAICS Code](#)
- Short Organizational Description
- Organization Phone Number
- Organization Website
- [NJ Tax Clearance Certificate](#)

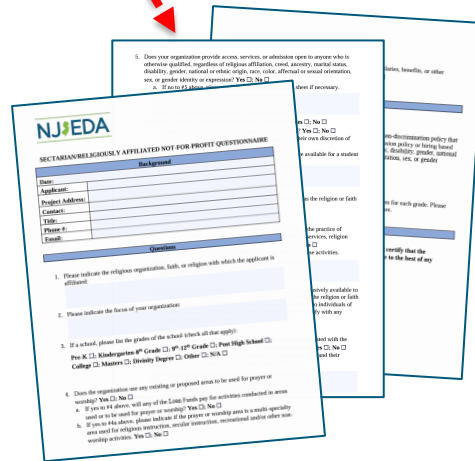
Lead Development Entity Country of Incorporation/Formation *	
United States	
Lead Development Entity State of Incorporation/Formation *	
Select	
Please upload any formation documents for the Lead Development Entity	
Documentation to verify applicant entity's name – must provide company formation documents that relate to the entity applying (Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Certificate of Trade Name (filed at county clerk's office-for sole proprietors))	
• Sole Proprietor: Provide a Certificate of Trade Name (filed with the county clerk) • LLC: Provide a Certificate of Formation and Operating Agreement • Corporation: Provide a Certificate of Incorporation and Bylaws • NonProfit: Provide a Certificate of Incorporation and Bylaws • Out of State: If your entity was formed out of state but operates within the State of New Jersey, you must file a Certificate of Authority when registering the business in New Jersey and provide that certificate.	
Document	Files
Lead Development Entity Formation Document(s) *	Add Files
Lead Development Entity Federal Employer Identification Number (FEIN) *	
The 9 digit Federal Tax ID number of your organization.	
Lead Development Entity New Jersey Tax ID Number *	
Lead Development Entity's Phone Number and Extension *	
To include an extension with your phone number, simply enter the phone number first, followed by the extension.	
Lead Development Entity's Website	
Please provide a high-level, 2-3 short paragraph description of the lead development entity. This may include the type of business they are involved in, their mission statement, the markets or customer base they serve, and any other information that the NJEDA should understand to review your application. *	

Lead Development Entity - Applicant Organization (continued)

If the LDE has previously received NJEDA, details of that funding is required to be included as part of the application.

Certification is also required that the LDE is not in default with any other State of New Jersey programs

If the LDE is involved in religious activities or is religiously affiliated, an additional [Religious Activity Questionnaire](#) is required.



The image shows a sample of the 'NJEDA Religious Activity Questionnaire'. The form is titled 'NJEDA' and 'RELIGIOUSLY AFFILIATED NOT FOR PROFIT QUESTIONNAIRE'. It includes sections for 'Background' and 'Question'. The 'Background' section has fields for Name, Address, City, State, Zip, Phone, and Email. The 'Question' section contains several numbered questions regarding religious affiliation, activities, and funding. A red dashed arrow points from the text 'If the LDE is involved in religious activities or is religiously affiliated, an additional Religious Activity Questionnaire is required.' to this form.

NAICS

Lead Development Entity North American Industry Classification System (NAICS) Code *

Please select the magnifying glass to launch the NAICS search window. In the upper right hand of the window there is a search bar. In the search bar, you may enter your NAICS code, the type of business you are, or the industry in which your business operates. If your search does not return a result, please try additional terms that describe your business until you return a result.

Please be sure to use the same code that is listed on your most recent business tax filings. For help, please see the [North American Industry Classification System \(NAICS\) U.S. Census Bureau website](#).

Tax Clearance Certificate

Please upload the Lead Development Entity's Tax Clearance Certificate from the NJ Division of Taxation here.

Document	Files
Lead Development Entity Tax Clearance Certificate Document(s)	Add Files

Certificates may be requested through the State of New Jersey's online [Premiere Business Services \(PBS\)](#) portal. Under the Tax & Revenue Center, select Tax Services, then select Business Incentive Tax Clearance. If the applicant's account is in compliance with its tax obligations and no liabilities exist, the Business Incentive Tax Clearance can be printed directly through PBS. [CLICK HERE](#) for instructions on how to secure your tax clearance certificate.

Is the Lead Development Entity involved in religious activities or is religiously affiliated? *

Select

Please note that this requires additional questions to determine eligibility of the requested financial assistance.

Prior NJEDA Assistance

Has the Lead Development Entity, or any related parties, previously received NJEDA assistance? *

Select

I certify that lead development entity is not in default with any other program administered by the State of New Jersey. *

Select

[Previous](#)

[Next](#)

Lead Development Entity (continued)

If the LDE has a headquarters, you will need to provide the country, street address, city, state, and postal code for the headquarters.

Also provide a high level description for each member for the LDE team as well as projects completed.

3 years of IRS tax returns and financial statements

Lead Development Entity - Continued

In this section, we are collecting information about the lead development entity that is applying for assistance. We are focused on the lead development entity only. We may collect information on affiliates, parent companies, holding companies, or other related entities in the following sections of the application.

Lead Development Entity's Headquarters Address

Does the Lead Development Entity have a headquarters? *

Select

Please select "NO" if your Mailing Address and Lead Development Entity's Headquarters Address are SAME.

Operational Information

Is the lead development entity a publicly traded company? *

Select

Please provide a high-level, 2-3 short paragraph description for each member of the lead development entity team, including any affiliate(s) or co-applicant(s). *

This should include years of operation, number of employees, annual revenues or budget, business focus, amount of assets developed and under management (if applicable), geographic scope, services provided, and any other relevant highlight information. Please also highlight any projects completed similar to the project proposed that would speak to the lead development entity's capabilities.

Upload any additional materials that speak in more detail to the organization's capabilities and development history.

Document	Files
Additional Materials(s)	Add Files

Upload three consecutive years of Business Tax Returns & Financial Statements or other forms filed with the Internal Revenue Service as applicable (i.e. Form 990s for Non-Profits)

Document	Files
Tax Returns and Financial Statements *	Add Files

Previous

Next

If the Lead Development Entity is a publicly traded company, you will be asked to provide the Exchange Ticker Symbol and the three most recent, consecutive years of Form 10-K filings and the most recent Form 10Q.

Is the applicant a publicly traded company? *

Yes

Exchange Ticker Symbol *

Please provide the applicant company's most recent three consecutive years of Form 10-K filings as well as the applicant company's most recent Form 10Q.

Document	Files
Form 10-K & Form 10Q(s) *	Add Files

NJEDA

ECONOMIC DEVELOPMENT AUTHORITY

23

Site Control

Site Control

Does the Applicant have site control? *

Yes

Does the Applicant own the site? *

No

Please state how you control the site, describing whether by lease, purchase option, or other mechanism, and principal terms of your site control mechanism. *

Is site control achieved via an entity wholly owned by the Lead Development entity, other entities controlled by the Lead Development Entity, or the principal or principals of the Lead Development Entity? If so please explain. *

Upload documentation evidencing site control

Document	Files
Evidencing site control *	Add Files

At time of application, the applicant must provide the status of site control for right of access to the cultural arts institution to perform and complete the project. If an applicant has not secured a site agreement to the site, then a letter of intent is acceptable at time of application. **The applicant will be required to provide a proof of actual site control (deed, lease, etc.) as a post approval condition.**

Site Control

Does the Applicant have site control? *

No

An application requirement under the CAFE program is that the applicant must provide the status of site control for right of access to the cultural arts institution for the applicant and affiliate to perform and complete the project. If the applicant has not secured an access agreement to the site at the time of application with the current owner of the site evidencing an intent or obligation to provide the necessary right of access to complete the cultural arts project, then a letter of intent will be acceptable at time of application.

Please note: Applicant will be required to provide the proof of actual site control (deed, lease, etc.) as a post-approval condition.

Document	Files
Letter of Intent *	Add Files Upload a written letter of intent or agreement showing access for each block and lot that will comprise the proposed project area as indicated on the local tax map.

Affiliates

If there you have affiliates, select the Yes option on this page and use the Add Affiliates button to list each affiliate individually. An additional window will pop up and ask you for the relevant information. Each affiliate will appear in the list under the Add Affiliates button.

You will be able to sort and make corrections to these entries, if needed, before advancing to the next page.

Please submit a separate entry for each of your affiliates.

Affiliates

Other than the applicant company, are any of the following related entities incurring costs on behalf of the applicant company for purposes of being counted as project costs as part of this application? *

"Affiliate" means an entity that directly or indirectly controls, is under common control with, or is controlled by a cultural arts institution. Control exists in all cases in which the entity is a member of a controlled group of corporations as defined pursuant to section 1563 of the federal Internal Revenue Code (26 U.S.C. § 1563) or the entity is an organization in a group of organizations under common control that is subject to the regulations applicable to organizations pursuant to subsection (b) or (c) of section 414 of the federal Internal Revenue Code (26 U.S.C. § 414).

A cultural arts institution may establish by clear and convincing evidence, as determined by the Authority, that control exists in situations involving lesser percentages of ownership if the cultural arts institution shall have control, at a minimum, of all aspects of compliance with this Program.

An affiliate of a cultural arts institution may contribute to the project cost and may satisfy the requirement for site control during construction and the eligibility period, but in no event shall the tax credit certificate be issued to any affiliate.

Examples of entities that may be considered "Affiliates" of the applicant:

- Holding Company
- Subsidiary
- Parent Company With Control
- Parent Company without Control
- Other Affiliate

Yes

Application Affiliates

Affiliate Type	Affiliate Organization Name	Affiliate Doing Business As DBA ↓

Affiliates (continued)

The following information is needed for each Affiliate.

- Affiliate Type-drop down list
- Affiliate Name and DBA
- Percentage Ownership Stake in Applicant Company
- State/Country of Incorporation
- Date Established
- Entity Formation Documents
- Federal Tax Identification Number (FEIN)
- NJ Tax Identification Number
- Headquarters Information
- Mailing Address
- Phone Number and Website
- Entity Type
- Short Organizational Description
- [NAICS Code](#)
- Status and description of previous funding from NJEDA
- Religious Affiliation/Activity

Create

Affiliate

Please provide the following information about the Affiliate of the applicant.

Note: NJEDA will confirm these fields against the relevant Affiliate legal formation and tax documents that you will upload as part of this application. To ensure efficient application review, please make sure information you provide is consistent and the legal entity is the applicant.

Affiliate Type *

Select

Affiliate Organization Name *

The full name of the registered legal entity.

Affiliate Doing Business As (DBA)

Does the affiliate operate under a different name?

Percent Ownership Stake in Applicant Company *

Enter 0 if not applicable.

Affiliate Country of Incorporation/Formation *

United States

Affiliate State of Incorporation/Formation *

Select

Affiliate Year of Incorporation/Formation *

Affiliate Federal Employer Identification Number (FEIN) *

The 9 digit Federal Tax ID number of the affiliate.

Affiliate New Jersey Tax ID Number

Does the Affiliate Organization have a US-based headquarters? *

Select

Does the Affiliate Organization also have a different global headquarters? *

Select

If the NJEDA needs to mail the Affiliate Organization any information, which address should be used? *

Select

Co-Applicant

If there you have a co-applicant, select the Yes option on this page and use the Add Co-Applicant button to add the information for your co-applicant. An additional window will pop up and ask you for the relevant information.

Co-Applicant is

- 501(c)3
- Contributes capital, real property or services to the project that will serve the anticipated visitors, and
- Participation agreement with applicant

Co - Applicant

In this section, we need more information about any entities that will be applying as a Co-Applicant.

"Co-Applicant" means an entity that:

1. Is non-profit for taxation purposes under the provisions of Section 501(c)3 of the Internal Revenue Code;
2. Contributes capital, real property, or services related to the project that directly affect and serve the anticipated customers of the tenants of the cultural arts project; and
3. Enters into a participation agreement with the cultural arts institution that specifies the Co-Applicant's participation in the cultural arts project.

Is there a co-applicant associated with this project? *

Yes

Co-Applicants

Co-Applicant Organization Name

Co-Applicant Doing Business As (DBA)

Co-Applicant Entity Type

Add Co-Applicant

Co-Applicant (continued)

The initial pop-up window will only ask for the name and DBA of the Co-Applicant organization. After you select the Save Co-Applicant button, an additional window will pop-up requesting the following information:

- Name and DBA
- Primary Point of Contact (including Name, Title, Email, Phone Number, and address)
- Contact Address
- Contribution Details
- Organizational Purpose
- Participation Agreement with the Applicant
- Entity Type
- Incorporation Details
- Formation Documents

Create

Co-Applicant

Co-applicant Organization Name *

The full name of the registered legal entity.

Co-applicant Doing Business As (DBA)

Does the co-applicant operate under a different name?

Save Co-Applicant

Co-applicant Primary Point of Contact

Salutation

First Name *

Co-Applicant Primary Contact Address

Address Line 1 *

How does the co-applicant's proposed capital, real property, or services contributions materially affect and serve the anticipated residents, tenants, or customers of the tenants of the cultural arts project? *

Please note: A "Co-Applicant" **must** contribute capital, real property, or services related to the project that directly affect and serve the anticipated residents, tenants or customers of the tenants of the cultural arts project in order to be eligible under the Cultural and Arts Facilities Expansion (CAFE) Program.

How does the co-applicant's organizational purpose encompass the proposed participation included in the MOA between applicant and co-applicant provided? *

Please provide an MOU, Operating Agreement, Participation, or other Services Agreement between the Co-Applicant and Applicant detailing the services or other contributions to be provided by the Co-Applicant and evidencing that the duration of the agreement is at a minimum equal to the CAFÉ eligibility period.

Document	Files
Co-Applicant Agreement *	Add Files

Co-Applicant Entity Type *

Select

What is the ownership structure of the co-applicant?

Co-Applicant Country of Incorporation/Formation *

United States

Co-Applicant State of Incorporation/Formation *

Co-Applicant Year of Incorporation/Formation *

Co-Applicant (continued)

Additional information required for Co-Applicant:

- Federal Tax Identification Number (FEIN)
- NJ Tax Identification Number
- 3 consecutive years of IRS Tax Returns and Financial Statements or Form 990s for NPO
- Headquarters Information
- Mailing Address, Phone Number and Website
- Tax Clearance Certificate

Co-applicant Federal Employer Identification Number (FEIN) *	
The 9-digit Federal Tax ID number of the Co-Applicant.	
Co-Applicant New Jersey Tax ID Number	
Upload three consecutive years of Business Tax Returns & Financial Statements or other forms filed with the Internal Revenue Service as applicable (i.e. Form 990s for Non-Profits)	
Document	Files
Tax Returns and Financial Statements *	Add Files
Does the Co-applicant Organization have a US based headquarters? *	
Select	
Does the Co-applicant Organization also have a different global headquarters? *	
Select	
If the NJEDA needs to mail the Co-applicant Organization any information, which address should be used? *	
Select	
Co-applicant Organization's Phone Number *	Co-applicant Website *
Co-applicant Tax Clearance Certificate	
Document	Files
Tax Clearance Certificate Document(s) *	Add Files

Co-Applicant (continued)

Additional information required for Co-Applicant:

- Locations
- Number of Employees
- Organizational Description including mission, markets, and client based
- Status and description of previous funding from NJEDA
- Religious Affiliation/Activity
- If Co-Applicant has previously received NJEDA assistance, details of that funding is required to be included as part of the application

Locations and Employees

Number of Locations/Offices (Co-applicant Only) *

How many locations or offices does the Co-applicant have worldwide, including New Jersey?

Estimated Number of Employees (Co-applicant Only) *

Please provide a high-level, 2-3 short paragraph description of the Co-applicant's organization. *

Please include information on the Co-Applicant's relationship with the Applicant. Please describe the Co-applicant's mission, activities the Co-Applicant is involved in both in New Jersey and the municipality, the markets or client base the Co-Applicant serves, and any other information about the Co-Applicant that the NJEDA should understand to review your application.

Has the Co-applicant organization received NJEDA assistance in the past? *

Is the co-applicant involved in religious activities or is religiously affiliated? *

Please note that this requires additional questions to determine eligibility of the requested financial assistance.

Please describe the Co-Applicant's need to receive and sell the tax credits to finance the cultural arts project and how the co-applicant satisfies the eligibility criteria set forth at N.J.A.C. 19:31BB-3(a)18 *

Please note: The applicant will be asked to provide any existing information about permits and approvals for the co-applicant and related to this project in a later section of the application.

Copies of required permits and planning and zoning approvals will be required within one(1) year after board approval.

Co-Applicant

(continued)

If the co-applicant is requesting or receiving development subsidies, an additional section will appear to add development subsidies.

Use the Add Development Subsidies button to list each subsidy individually. An additional window will pop up and ask you for the relevant information. Each subsidy will appear in the list under the Add Development Subsidies button. You will be able to sort and make corrections to these entries, if needed, before advancing to the next page. Please submit a separate entry for each subsidy.

Additional information required for the co-applicant include the [Legal Questionnaire](#), an organizational chart, and other organizational type documents.

Is the Co-Applicant requesting or receiving development subsidies for the rehabilitation project? *

Yes

Development Subsidies

Add Development Subsidies

Development Subsidy ID	Name of Granting Body	Anticipated or Committed	Date	Amount of Development Subsidy
------------------------	-----------------------	--------------------------	------	-------------------------------

Upload a copy of the Co-Applicant's Legal Questionnaire

Document	Files
Co-Applicant Legal Questionnaire *	Add Files Click here to download. This Legal Questionnaire should be completed and signed by the Co-applicant.

Please upload an organization chart and other materials that provide a summary description of the type of organization and its ownership structure.

Document	Files
Co-Applicant Organizational Chart and Other Materials	Add Files These materials should provide summary description of the type of

Please upload an organization chart and other materials that provide a summary description of the type of organization and its ownership structure.

Document	Files
Co-Applicant Organizational Chart and Other Materials *	Add Files These materials should provide summary description of the type of organization and its ownership structure; an organizational chart identifying owners and percentages of ownership if multiple partners; any subscription agreements for all partners or members for investment funds contributing equity to the Project; and/or any other materials needed to delineate the applicant team's ownership, structure, and roles.

Save Co-Applicant

Create

Development Subsidy Info

Name of Granting Body *

Anticipated or Committed *

Select

Date *

MM/DD/YYYY

Amount of Development Subsidy *

Save

General Project Information

The following will be asked in this section

- Project name
- Scope of the project including mission, types of programming, community engagement strategies, educational opportunities, promote C&A
- Letter of intent for partnering with an organization who provides services and support to Work First NJ recipients
- Describe how State, county, and municipality will benefit (economic, social, planning, and other benefits) from the project

General Project Information

Project Name *

"Cultural arts project" means a capital project for the construction or improvement of a cultural arts institution facility that is located in the State for which a cultural arts institution is to be awarded tax credits by the Authority under the Program pursuant to a tax credit agreement, provided that the project for which the tax credits are awarded will result in a capital investment of at least \$5,000,000.

Please provide a 1–2 paragraph description of the scale and scope of the proposed cultural arts project for which you are seeking CAFE Tax Credits. *

Please include specific examples of the project's mission, the types of cultural and artistic programs to be offered, community engagement strategies, educational opportunities, and how the facility will be designed to support and promote cultural and artistic activities. Additional information on programming and access will be asked for in the Scoring section of this application.

Please upload a letter of intent evidencing a proposed partnership for the cultural arts project with one or more local community organizations that provide support and services to Work First New Jersey program recipients.

Document	Files
Please upload letter of intent evidencing proposed partnership *	 Add Files Please note: During the eligibility period and after construction of the cultural arts project is complete, the cultural arts institution is statutorily required to partner with one or more local community organizations that provide support and services to Work First New Jersey program recipients. Failure to comply may result in reduction, forfeiture or recapture of the CAFÉ tax credits for the project. The letter of intent shall also describe the proposed activities and services which may include, but shall not be limited to: work-study programs, internships, sector-based contextualized literacy training, skills-based training in growth industries in the State, and job retention and advancement services.

Please provide a description of the significant economic, social, planning, employment, and other benefits that would accrue to the State, county, or municipality from the cultural arts project. *

General Project Information (continued)

A letter evidencing support from the governing body of the municipality (or municipalities) in which the project is located. From the chief executive (e.g., Mayor) or a resolution from the governing body (e.g. City Council) identifying the cultural arts project proposed in this application by name.

Letters should acknowledge project can obtain a temporary certificate of occupancy (TCO) within four years of the applicant executing a tax credit agreement with NJEDA and provide assurances that the project as proposed is likely to receive permits and plan approvals that would allow for its timely completion consistent with CAFE Program rules.

Do you have a letter evidencing support for the cultural arts project from the chief executive (e.g. Mayor) or resolution from the governing body (e.g. City Council) of the municipality (or municipalities) in which the project is located? *

Yes

Please upload letter evidencing support

Document	Files
Please upload letter evidencing support *	Add Files Please note: Letters evidencing support letter must be a letter from the chief executive (e.g., Mayor) or a resolution from the governing body (e.g. City Council) identifying the cultural arts project proposed in this application by name. Letters should acknowledge the CAFE program requirement for projects to obtain a temporary certificate of occupancy (TCO) within four years of the applicant executing a tax credit agreement with NJEDA and provide assurances that the project as proposed is likely to receive permits and plan approvals that would allow for its timely completion consistent with CAFE Program rules. The scoring rubric for CAFE awards points if the letter of support also explains how the project aligns with the municipality's development goals. Therefore, applicants who wish to receive points for this category should ensure that this letter details the project's alignment with municipality's development goals and addresses any potential inconsistencies between the project and existing land use regulations.

General Project Information (continued)

The precise project location is needed. Click the Add Project Location button. An additional window will pop up and ask you for the Address, Block, Lot, and Size of Lot (optional) of your project.

If you answer yes, to primary project location, you will be prompted to provide information on other lots. EDA recognizes that a project may span multiple lots and blocks. The application is for ONE project.

The screenshot shows a web form titled "Project Location" with a sub-header: "Please provide the location of the cultural arts project using the 'Add Project Location' button. If the project is located across multiple parcels, please report multiple locations." A red dashed arrow points from the text "Click the Add Project Location button" to a blue button labeled "Add Project Location" which is enclosed in a red dashed box. Below this is a table with headers: "Address Line 1 ↑", "City", "State", "Block", "Lot", and "Size of Lot (sqft)". A second red dashed arrow points from the text "An additional window will pop up and ask you for the Address, Block, Lot, and Size of Lot (optional) of your project" to a modal window titled "Create Location". This modal window contains the following fields: "Is this location the Primary Location? *" with a dropdown menu set to "Yes" and a note "If you have more than one location reported, you will be asked to designate one location as the primary location."; "Address Line 1 *" (text input); "Address Line 2" (text input); "Zip Code *" (text input with clear and search icons); "City *" (text input with clear and search icons); "State *" (text input with clear and search icons); "Block *" (text input); and "Size of Lot (sqft)" (text input). A "Save" button is at the bottom left of the modal.

Address Line 1 ↑	City	State	Block	Lot	Size of Lot (sqft)

Create Location

Is this location the Primary Location? *

Yes

If you have more than one location reported, you will be asked to designate one location as the primary location.

Address Line 1 *

Address Line 2

Zip Code *

City *

State *

Block *

Size of Lot (sqft)

Save

Project Scoring

The Authority will use scoring to determine if an application meets a minimum score of 40 out of 100 and to determine priority of an award if the program is oversubscribed which is not anticipated in the first round.

The Program Project Scoring Criteria is available at [CAFE-Board-Memo-Appendix-B-Scoring-2025-01-23-1.pdf](#)

You must check the box next to the criterion to be assessed for this item.

Project Scoring

The Authority is statutorily obliged to use a scoring system for CAFE projects. The Act requires that the Authority set a minimum acceptable scoring level and use scoring to "determine priority for an award." Priority among applicants is necessary to allocate tax credits to the highest scoring projects in circumstances where there are more project funding requests than tax credit awards available.

Please click [here](#) to review the [CAFE Program Scoring Criteria](#). For the eight project scoring criteria listed below, please check the box next to any and all criteria for which you would like to provide a brief explanation or additional documentation to support the scoring of this application under that criteria as indicated:



- ☒ 1. The amount of tax credits requested by the cultural arts institution compared to the amount of tax credits required for the completion of the cultural arts project (10 points)

This criterion will look at whether the applicant is leveraging other sources of funding. Projects that leverage other larger sources of funding will receive a higher score. This criterion may change based on the actual amount of funding received by the project. The score will be based on the maximum percentage of the project comprised by the tax credit.

If you wish to provide additional comments in support of your score under Criterion 1 or upload any additional information not yet provided in your application, please do so below.



- ☒ 2. How the cultural arts project will advance State, regional, and local goals concerning the development of arts and cultural facilities in underserved communities (5 points)

This criterion will look at where the project is located and whether the location is an area that is underserved by the Arts and Culture industry. As defined in the rules, "Underserved community" means counties that as of December 2024, and based on the 2020 U.S. Census population, have less than the state average of North American Industry Classification System (NAICS) code 71 for Arts, Entertainment, and Recreation Establishments. This project will not change after application. Using this approach, the following locations are deemed underserved:

Project Scoring (continued)

Letter of support from municipal govt indicating project aligns with local development goals

Permitted use through either a letter from zoning official or providing local zoning or redevelopment plan

☒ 3. The relationship of the cultural arts project to a comprehensive local development strategy, including its relation to other development and redevelopment projects in the municipality (30 points)

Has the applicant uploaded a letter of support for the cultural arts project from the governing body or chief executive of the municipality in which the project is located that is required for eligibility describes how the project aligns with the development goals for the municipality? (10 points)

Select

Does the applicant plan to provide evidence that the cultural arts project is a permitted use according to land use zoning or the redevelopment plan? Applicants must demonstrate compliance by submitting a letter from the local zoning official verifying that the project is an allowed use, or by referencing the relevant local zoning ordinance or redevelopment plan that confirms the project's permitted status. (20 points)

Select

If you wish to provide additional comments in support of your score under Criterion 3 or upload any additional information not yet provided in your application, please do so below.

Criterion 3 Additional Documentation Upload

Document	Files
Criterion 3 Additional Documentation Upload	Add Files

Project Scoring (continued)

Project Narrative

Additional documentation such as an economic impact statement

☒ **4. The degree to which the cultural arts project enhances and promotes job creation and economic development (20 points)**

This criterion assesses the project's potential to generate employment opportunities for both the region and the state. The evaluation will be conducted using the IMPLAN model alongside a detailed narrative explanation submitted by the applicant with the application. The assessment may include an analysis of the marketing plan, economic impact statement, and staffing plan (included in the Operating Plan). Staff proposes that the rules limit the assessment of this criterion to the time of application. Thus, the score every project receives for this criterion will not change after application even if the project changes and would have resulted in a lower score if re-evaluated.

If you wish to provide additional comments in support of your score under Criterion 4 or upload any additional information not yet provided in your application, please do so below.

Criterion 4 Additional Documentation Upload

Document	Files
Criterion 4 Additional Documentation Upload	 Add Files

Project Scoring (continued)

Upload the report from the [CAFE Mapping Assistant](#) tool

☒ **5. The extent of economic and related social distress in the municipality and the immediate area surrounding the cultural arts project (10 points)**

This criterion evaluates whether the project is located in area experiencing social and/or economic distress. Staff proposes to assess this criterion based on the location of projects, which can be done based solely at application. Staff proposes that the following projects would receive full points in the initial application round: projects that are located in a Government Restricted Municipality (GRM), a Qualified Incentive Tract, as defined in Aspire, or a municipality ranked among the 10 percent of the most distressed according to the Municipal Revitalization Index. The MRI ranks New Jersey's municipalities according to eight separate indicators that measure diverse aspects of social, economic, physical, and fiscal conditions in each locality. The MRI is used as a factor in distributing certain "need based" funds. Staff may update or change the geographic designation with other similar designations in subsequent application rounds. Projects located outside of these areas would not receive points under this criterion. This criterion will not change after application.

Please upload the report for the cultural arts project location from the CAFE mapping tool [\(CAFE Mapping Assistant\)](#)

Document	Files
Cultural Arts Project Location Report *	Add Files

If you wish to provide additional comments in support of your score under Criterion 5 or upload any additional information not yet provided in your application, please do so below.

Criterion 5 Additional Documentation Upload

Document	Files
Criterion 5 Additional Documentation Upload	Add Files

Project Scoring (continued)

☑ 6. The quality and number of new full-time jobs that will be created by the cultural arts institution (5 points)

*This criterion assesses the project's plan to create new positions. Staff proposes evaluating this criterion based on the type of construction and the assumption of job generation of such construction. Thus, a project that involves new construction or an addition or expansion of real estate will receive full points. **Additionally, staff proposes that a cultural arts project that only includes renovating an existing facility and meets the definition of "open to the public" at time of application will not receive points, as it does not contribute to job creation.** Conversely, if the cultural arts institution that is renovating an existing facility and does not meet the definition of "open to the public" at the time of application, will receive full points based on the assumption that the increased activities will result in the creation of jobs. Applicants are awarded either zero or full points, with no intermediate options. This criterion will not change after application.*

Does the cultural arts project involve either 1) new construction or 2) addition to or expansion of existing real estate? *

Select

If "No" then the following three fields will appear:

Is the cultural arts project solely a renovation of an existing facility? *

Select

Is the cultural arts project considered "open to the public" at the time of application? *

Select

Please describe how the cultural arts project meets the CAFE program's definition of "open to the public" *

Project Scoring (continued)

For Criterion 8, provide a plan or other documentation. The evaluation may consider factors such as mission, accessibility strategies, admission plans, programming and hours, and history of successfully executing these initiatives. Strategies could include plans for discounted or free admission, accessible hours, and events or educational offerings available to the public without financial, scheduling, or other restrictive barriers.

☒ 7. The Diversity of the Board of Directors (10 points)

This criterion assesses the diversity of the cultural arts institution's board of directors and ownership and whether it is representative of the community. Staff proposes as expressly stated in the rules that this criterion is evaluated based solely on the information at time of application regardless of any change to the composition of the board of directors subsequent to application. Thus, this criterion will not change after application.

I understand that I must complete the next section on "Diversity Scoring" for further consideration under this criterion. *

Select

☒ 8. The Approach and Plan for Affordable Offerings to the General Public Availability (10 points)

Staff proposes the addition of this criterion to evaluate, solely at the time of application, the cultural arts institution's strategy for ensuring that its facility and programming are accessible to community members and the general public. Staff may also examine whether this strategy is explicitly mentioned in the applicant's mission or strategic plan. Considerations may include plans for discounted or free admission, accessible hours, events, or educational offerings available to the public without restrictive barriers. Institutions with a proven track record of such accessibility will receive additional points. While staff proposes that this evaluation be expressly limited in the rules to time of application, staff anticipates that cultural arts institutions that propose a plan are more likely to implement the plan or initiatives similar to the plan. Accordingly, this criterion will not change after application.

Previous

Next

Diversity Scoring

You may elect to provide diversity information in your application for CAFE scoring. The definition for “diverse” and “representative of the community” are included in this section for reference.

Diversity Scoring

All applications will be scored to evaluate the merits of a proposed project and compare projects against each other. Applicants may elect to opt out of some scoring criteria and still be scored on other factors. In this section, you may elect to not provide diversity information in your application so the proposed project would not be scored on diversity and would not receive any points for this category.

“Diverse” means being a historically underserved or underrepresented identity within the following categories: race, ethnicity, gender, sexual orientation, disability status, educational attainment, veteran status, nation of origin, and language use.

“Representative of the community” means being a heterogenous group that includes individuals sharing diverse identities with those found within the diverse population of a defined community no larger than the municipality(s) in which the redevelopment project is located.

Would you like to provide diversity information about your company as a part of your application? *

Select

Previous

Next

Selecting “Yes” will prompt the applicant with 3 additional, optional diversity questions.

Selecting “No” skips additional questions on this page and allows the applicant to proceed to the next section.

Diversity Scoring (continued)

Diversity Scoring

All applications will be scored to evaluate the merits of a proposed project and compare projects against each other. Applicants may elect to opt out of some scoring criteria and still be scored on other factors. In this section, you may elect to not provide diversity information in your application so the proposed project would not be scored on diversity and would not receive any points for this category.

“Diverse” means being a historically underserved or underrepresented identity within the following categories: race, ethnicity, gender, sexual orientation, disability status, educational attainment, veteran status, nation of origin, and language use.

“Representative of the community” means being a heterogenous group that includes individuals sharing diverse identities with those found within the diverse population of a defined community no larger than the municipality(s) in which the redevelopment project is located.

Would you like to provide diversity information about your company as a part of your application? *

Yes

Upload Applicant Identity Certification Questionnaires.

Download the questionnaire template at this link, then fill out and upload below.

For consideration of diversity within the composition of board members or managing members/partners, please note that no less than two separate Applicant Identity Certification Questionnaires including identity details must be submitted with the entity's application.

Please use unique file names for each uploaded questionnaire. For example “Last Name-Applicant Identity Certification Questionnaire”.

Document	Files
Applicant Identity Certification Questionnaires Document(s) *	Add Files

Name of Applicant Entity:
Name of Cultural Arts Project:
Address of Project:

NJEDA Cultural Arts Facilities Expansion (CAFE) Program: Applicant Identity Certification Form

Answers to the following questions are used by the NJEDA solely for the purpose of scoring the Cultural Arts Project under the CAFE Program. Please note that answering these questions, either in part or in full, including the disclosure of identity information, is entirely optional.

- 1) I am a member of the Board of Directors or a Managing Member/Partner of the Applicant Entity:

☐ Yes☐ No
- 2) I own some or all of the Applicant Entity:

☐ Yes If yes, what is your percentage of ownership of the entity: _____ %☐ No
- 3) Please select all choices applicable.

a. I personally identify as a historically underserved or underrepresented individual within one of the following groups:

☐ Black/African American☐ Hispanic or Latino☐ Asian Pacific☐ Subcontinent Asian

b. I identify as an individual in one or more categories in one of the following groups:

☐ Race (Identify specific group(s): _____)☐ Ethnicity (Identify specific group(s): _____)☐ Gender (Identify specific group(s): _____)☐ Sexual orientation (Identify specific group(s): _____)☐ Disability status (Identify specific group(s): _____)☐ Educational attainment (Identify specific group(s): _____)☐ Veteran status (Identify specific group(s): _____)☐ Nation of origin (Identify specific group(s): _____)☐ Language use (Identify specific group(s): _____)

I, _____, hereby certify that the information provided in this questionnaire is truthful and accurate to the best of my understanding. I attest that this information was provided voluntarily and understand that it will not be used for any purposes other than diversity scoring.

Signature

Date

Printed Name

Email Address

Diversity Scoring (continued)

If an individual does not identify as one of the groups identified in the questionnaire, then you can upload additional information here for EDA to consider.

Also you can provide additional analysis and supplemental documents to describe how the directors are representative of the community where the cultural arts project is located. You can use census data through the link in the application.
<https://data.census.gov/>

Individual Diversity Information

If the individual(s) does not identify as one of the groups listed on the Applicant Identify Certification Questionnaire as historically underserved or underrepresented (Black/African American; Hispanic or Latino; Asian Pacific; and/or Subcontinent Asian), for EDA to consider other categories as historically underserved and underrepresented, upload information on how the category or categories identified by the individual(s) are historically underserved or underrepresented.

Document	Files
Individual Diversity Information Documentation	Add Files

Provide Analysis and Supporting Documentation

Provide an analysis and any supplemental documents to describe that the diversity of the owners and directors (or partners or members as appropriate) are representative of the community in which the cultural arts project is located based on governmental data, including, but not limited to, the most recently available census data. The analysis should contain a comparison of the diversity of the applicant's owners and directors (or partners or members, as appropriate) versus the community. Additionally, this analysis should also explain the applicant's rationale and basis for making the determination that they are "representative of the community," along with the supporting data.

Census data may be obtained at <https://data.census.gov/> or by typing "[municipality] census data" into a web browser.

Document	Files
Analysis and Supporting Documentation	Add Files

[Previous](#)[Next](#)

Project Approach

Tell us about your project.

- Project approach
- Scope of work

Project Approach

In this section, information is required on the scope of work as well as the approach to the proposed cultural arts project. This section also requests a floor plan for identifying the actual and proposed uses and square footage of gross leasable area for each such use and, if the cultural arts project comprises multiple buildings, a site plan. For a cultural arts project in which any commercial tenant, commercial subtenant, or other commercial occupant is the party to the contract to perform building services work as set forth at N.J.A.C. 19:31BB-3(a)9, the floor plan, or site plan, shall identify all such tenants, the premises occupied by each such tenant, and the size of the space occupied by such tenant.

Please upload a narrative describing the team's approach to the cultural arts project, including but not limited to overview, goals, target audience, artistic vision, partnerships, and challenges.

Document	Files
Project Approach *	<button>⬇️ Add Files</button>

Please provide a scope of the work to be performed at the cultural arts facility. Describe the approach for carrying out construction work (including but not limited to planning and engineering, remedial site work, demolition, site preparation, construction work for the cultural arts facility, and contingency planning) including logistical approach and major milestones. *

Scope of Work Upload

Document	Files
Scope Of Work	<button>⬇️ Add Files</button>

Will the proposed cultural arts project be utilizing an existing or proposed cultural arts facility within this State, operated and maintained by a cultural arts institution primarily open to the public? *

Select

Select

Existing Cultural Arts Facility

Proposed Cultural Arts Facility

Please note: A "cultural arts institution facility" includes, without limitation, an aquarium, botanical society, historical society, library, museum, gallery, performing arts center, arts-based community centers, or any related facility that is principally for the support and benefit of any of the foregoing. The term "cultural arts institution facility" shall not include facilities predominantly used for athletics, recreation, and non-arts-based community centers.

Project Approach (continued)

Tell us MORE about your project.

- Floor plan and narrative describing the allocation of uses and square footage.
- Total sf of cultural arts facility and the cultural arts project and if part of a larger facility? If so, include a site plan.

Please provide a floor plan and narrative describing the allocation of uses and their respective square footage within the cultural arts project, noting any areas that will be leased or subleased to an entity other than the applicant.

Document	Files
Floor Plan *	Add Files

What is the total square footage of the cultural arts facility? *

What is the total square footage that will be used for the proposed cultural arts project? *

Please note: Shared structures or improvements, including but not limited to, foundations or parking lots, may be included as part of the cultural arts project only to the extent of the cultural arts facility's pro rata share (i.e. only the portion of shared structures or improvements required for the operation of the cultural arts project). The cost of eligible shared structures or improvements will be the pro rata share (in %) multiplied by the total cost of the shared structures or improvements.

Percentage of Total Cultural Arts Facility to be Rented/Subleased for Selected Use

Is the cultural arts facility part of a larger facility? *

Please note: The applicant will be asked to provide any existing information about permits and approvals related to this project in a later section of the application.

Copies of required permits and planning and zoning approvals will be required within one(1) year after board approval.

[Previous](#)[Next](#)

Project Approach (continued)

Provide information on subleasing, if applicable and fill in table on use of the facility for tenant/subleases

A cultural arts institution facility is ineligible for the CAFE program if they lease, sublease, or otherwise reduce their tenancy during the eligibility period up to the lesser of 15,000 sf or 40%

Create

Use of Facility

Tenant/Sublease Use *

Select

Square Footage to be Rented/Subleased for Selected Use *

Total Square Footage of Cultural Arts Facility *

Percentage of Total Cultural Arts Facility to be Rented/Subleased for Selected Use *

Additional Information:

Please note: A cultural arts institution facility is ineligible for the CAFE program if they lease, sublease or otherwise reduce their tenancy during the eligibility period up to the lesser of 15,000 square feet or 40 percent.

Submit

Is the cultural arts facility part of a larger facility? *

Yes

If the cultural arts facility is part of a larger facility, please upload a site plan for the larger facility below. Responses may include additional documentation containing details for the NJEDA to understand more about the project, including project elevation views and/or presentation materials presented in municipal review settings.

Document	Files
Site Plans and Other Project Site Documentation *	Add Files Proof of municipal site plan approval will be required within one(1) year of board approval.

Will the cultural arts institution rent out or sublease to others (e.g. coffee shop), or otherwise reduce its tenancy in the cultural arts project during the eligibility period? *

Yes

How much space will be rented out, subleased or otherwise reduce the cultural arts institution's tenancy?

Using the section below, please provide specify the use of the space to be rented / subleased and the total square footage for each use.

Add Use of Facility for Tenant/Sublease

Application - Use of Facility ID	Tenant/Sublease Use	Square Ft Rent/Sublease

Please note: The applicant will be asked to provide any existing information about permits and approvals related to this project in a later section of the application.

Copies of required permits and planning and zoning approvals will be required within one(1) year after board approval.

Previous

Next

NJEDA

ECONOMIC DEVELOPMENT AUTHORITY

46

Capital Investments – Project Costs

Capital Investments – Project costs

In this section, we will collect information about the incurred and future capital investment of this project. Please review the defined terms below from the [CAFÉ Program rules](#) prior to submitting your project costs.

"Project cost" or "Capital investment" is defined as:

the costs incurred after application, except for soft costs, in connection with a cultural arts project by a cultural arts institution until the issuance of a permanent certificate of occupancy, or until such other time specified by the Authority, for a specific investment or improvement, including the costs relating to lands, buildings, improvements, real or personal property, or any interest therein, including leases discounted to present value, including lands under water, riparian rights, space rights, and air rights acquired, owned, developed or redeveloped, constructed, reconstructed, rehabilitated, or improved, any environmental remediation costs, plus soft costs of an amount not to exceed 20 percent of the total costs, and the cost of infrastructure improvements, including ancillary infrastructure projects. Project cost shall not include the cost of acquiring land. Vehicles and heavy equipment not permanently located in the building, structure, facility, or improvement shall not constitute a project cost. The fees associated with the application or administration of tax credits under N.J.S.A. 34:1B-383, et seq. and this subchapter shall not constitute a project cost. If the cultural arts facility is a component of a larger facility, the otherwise eligible costs of any shared structures or improvements, including, but not limited to, foundations or parking lots, may be included as project cost only to the extent of the cultural arts facility's pro-rata share, based on square footage, of the larger facility.

"Total project cost" is defined as:

any and all costs incurred for and in connection with the cultural arts project by the applicant and any affiliate of the applicant until the issuance of a permanent certificate of occupancy, or upon such other event evidencing project completion as set forth in the incentive grant agreement, which shall include, but is not limited, to project costs, soft costs, and cost of acquisition of land and buildings.

"Soft costs" are defined as:

costs not directly related to construction, including capitalized interest paid to third parties, real estate taxes, utility connection fees, accounting, title/bond insurance, fixtures/equipment with a useful life of five years or less, and all costs associated with financing, design, engineering, legal, or real estate commissions, including, but not limited to, architect fees, permit fees, loan origination and closing costs, construction management, and freight and shipping delivery. Soft costs may be incurred up to 12 months prior to application. "Soft costs" shall not include early lease termination costs, air fare, mileage, tolls, gas, meals, packing material, marketing and advertising, temporary signage, incentive consultant fees, Authority fees, loan interest payments on permanent financing, escrows, reserves, pre-opening costs, commissions and fees to the applicant not included in the definition of project cost, project management, or other similar costs.

NJEDA will use the project cost information you provide for several different calculations including determining project costs for purposes of eligibility and award sizing and determining total project cost for purposes of evidencing a financing gap and project return calculations, so please read these instructions carefully and be as thorough as possible in the information you provide.

As part of our evaluation process, NJEDA will first review the Project budget. This evaluation will include looking at the applicant's justification and supporting documentation for each cost.

NJEDA staff may follow-up with applicants to get further information about any cost category that is not clearly justified or supported through documentation

NOTE: *Re-engaging with applicants to clarify project costs is one of the largest causes of application review delays. Providing clear, and where possible third-party document supported, cost justifications in your original application is one of the best ways to ensure timely processing of your application. See below for a full list of costs and descriptions of each cost category.*

Capital Investments – Project Costs (continued)

Project Costs and total project costs will be calculated using the following categories:

- Hard construction costs for new construction
- Hard construction cost for renovations or rehabilitation
- Environmental Remediation
- Demolition
- Site-related utility, infrastructure improvements and site work and improvements
- Permanent heavy machinery and equipment acquisition and installation
- Furniture, Fixtures, and Equipment (FF&E)
- Building acquisition
- Soft costs more than 20% of project costs shall not be reflected as project costs and therefore will not result in an increase in the award. However, such costs may still be reflected as total project costs for the purposes of calculating project returns.

DEFINITIONS AND FURTHER DETAILS FOR PROJECT COSTS AND TOTAL PROJECT COSTS

- Building acquisition: (only for arms-length transactions) after application. The cost, or a portion of the cost, of acquiring a building or buildings can be included as a project cost in an amount not exceeding the cost of all other components of the eligible project cost. This means that the building acquisition costs must be less than 50% of eligible project costs.
- Land acquisition (if separate from building acquisition and only for arms-length transactions) is not an eligible project cost. Land acquisition may be included in total project costs.
- Hard construction costs for new construction (of buildings, structures, or facilities)
- Hard construction cost for renovations and rehabilitations (of a building, structure, or facility)
- Environmental remediation (both site and building remediation can be included; please exclude any federal, state, or local financial assistance). Environmental remediation activities can be performed before application. However, pre-application environmental remediation work is not an eligible cost.
- Demolition activities may be performed before application. However, pre-application demolition work is not an eligible cost.
- Site-related utility and infrastructure improvements (including but not limited to: water, electric, sewer, and stormwater, and transportation infrastructure improvements; landscaping and tree planting; solar panel and energy storage components installations, installation costs of renewable energy systems, etc.) and site work and improvements.
- Permanent heavy machinery and equipment acquisition and installation (please include any major machinery or equipment that is permanently built into the facility and could not be moved; do not double count any costs already included in hard construction costs). Equipment with a useful life of 5 years or less may be considered for soft costs.
- Eligible project soft costs (eligible costs include, but are not limited to architecture, design, permitting and permit fees, engineering, financing and legal, loan origination and closing costs, construction management, and freight and shipping delivery.) Refer to CAFE rule definition above for more detail. Soft costs may be incurred up to 12 months prior to application.
- Ineligible project soft costs (ineligible project soft costs will be included in the total project costs, but will not be included as eligible capital investment to meet the Program's eligibility requirements; please include costs such as air fare, mileage, tolls, gas, meals, related to project development, site launch marketing costs, temporary signage costs, incentive consultant fees, Authority tax credit application fees, loan interest payments, escrows, or other similar costs).
- Furniture, fixtures, and equipment-FF&E (such as fixtures and appliances to fit out a cultural arts project). FF&E may be included as a soft cost if useful life is less than 5 years.
- Other one-time costs (please specify what these costs are in the justification field; NJEDA staff will review justification and supporting documentation and determine the eligibility of these items at the Authority's discretion)

Be advised that projects utilizing financial assistance for construction related costs are subject to state prevailing wage requirements. The prevailing wage requirement applies to any construction related costs that the Applicant anticipates incurring, for which the applicant is seeking financial assistance.

Capital Investments – Project Costs

Pro-Rate Share, if the project is part of a larger facility with shared structures such as parking garage, include details, % shared, methodology for determination, include in project costs analysis worksheet

[Project Cost Analysis Worksheet](#)

Pro-Rata Share

If the cultural arts facility is a component of a larger facility, the otherwise eligible costs of any shared structures or improvements, including, but not limited to, foundations or parking lots, may be included as project cost only to the extent of the cultural arts facility's pro-rata share, based on square footage, of the larger facility. The applicant will be required to indicate in the Project Cost Analysis Worksheet (see Project Cost Analysis section below) if an item is part of a pro rata share.

Are any of the project costs a pro rata share of larger facility structures, such as a foundation or parking garage? *

Select

Please describe the construction details of the structure and how it will be used by the cultural arts project. Additionally, provide the pro rata share as a percentage (%) based on the square footage of the larger facility, explain the methodology and how this pro rata share was determined, and how and where it was included in the project budget.

Project Cost Analysis

Please upload a completed Project Cost Analysis Worksheet for the entire Project. The Total Project Costs total in this worksheet should match the total project costs (or uses) reflected in applicable financial documents for this application. The Project Cost Analysis Worksheet will also allow you to identify soft costs incurred prior to application. Additionally, the Project Cost Analysis Worksheet will calculate the portion of Project Costs that are Soft Costs for the purpose of compliance with relevant caps in the Program Rules for those costs.

Click here to download a copy of the [Project Cost Analysis Worksheet](#) to be used in this section

Project Costs Analysis Worksheet

Document	Files
Project Costs Analysis Worksheet *	Add Files

Based upon the "Project Cost Analysis Worksheet" provided for the cultural arts project, what are Project Costs? *

A requirement of the CAFÉ Program is that the proposed cultural arts project will result in a capital investment (project costs) of at least \$5,000,000. Based on the amount you have provided, it does not appear that your project is eligible and it is not recommended that you proceed with your application.

Capital Investments – Project Costs

Provide following dollar amount for the cultural arts project:

- project costs
- total project costs,
- total soft costs
- total soft costs incurred 12 months prior to application

Additional supporting documentation

Provide total projected number of construction and permanent jobs.

Based upon the "Project Cost Analysis Worksheet" provided for the cultural arts project, what are Total Project Costs? *

Based upon the "Project Cost Analysis Worksheet" provided for the cultural arts project, what are total Soft Costs associated with the project? *

Based upon the "Project Cost Analysis Worksheet" provided for the cultural arts project, what are the total soft costs incurred 12 months prior to application? *

Please provide any supporting documentation that will help NJEDA staff validate the project cost assumptions including detailed project budgets, invoices for oft costs previously incurred cost estimates provided by prospective general contractors, and any other available 3rd party cost estimates.

Document	Files
Supporting Documentation *	Add Files

Total projected number of construction employees *

Projected Number of Permanent Jobs *

[Previous](#)[Next](#)

Project Economics

In this section, NJEDA will need more information about the sources of funding that the applicant intends to use to support the total project costs.

Use the Add Funding Source button to list each funding source individually. An additional window will pop up and ask you for the name, type, amount, and a brief description of the funding source. Each entry will appear in the list under the Add Funding Source button.

You will be able to sort and make corrections to these entries, if needed, before advancing to the next page. Please submit a separate entry for each funding source.

Project Economics

In this section, NJEDA will need more information about the sources of funding the applicant intends to use to support the total project costs. One of the foundational requirements of the CAFE program is the demonstration at the time of application that the proposed cultural arts project has a financing gap (inclusive of a determination by NJEDA that closure of the financing gap with a CAFE award will result in a reasonable and appropriate rate of return for the proposed cultural arts project).

This section asks for the applicant to describe each source of project funding that has been committed or is anticipated to be committed to project funding. The sources provided should reflect the equity or bridge loan proceeds resulting from any tax credits used to finance the project (including CAFE). The "Funding Sources" should be reflective of all the Sources that would be included in a Sources and Uses table and as such should total to the "Total Project Costs" previously provided. Documentation for each funding source including fundraising will be requested. Letters of Intent should include the date of commitment, amount of the commitment, duration and expiration date of the commitment, and any other key terms. All sources indicated should be committed.

Funding Sources

Name of Funding Source ↑

Funding Source Type

Funding Amount

Test Source

\$



Sources of Funding should be reflective of all Sources that would be included in a Sources and Uses table and as such should total to equal the "Total Development Costs"

Add Funding Source

Create

Source of Funding

Name of Funding Source *

Funding Source Filter



Please describe funding source

Funding Amount *

Save Funding Source

Project Economics (continued)

Any development subsidies entered in earlier Co-Applicant section of the application should automatically appear in this listing. If there are any **additional development subsidies** that need to be entered, use the Add Development Subsidy button for additional entries.

The sum of all of the subsidies listed will automatically be generated.

The screenshot shows a web form for entering project economics data. A red dashed arrow points from the text 'additional development subsidies' to a dropdown menu labeled 'Is the applicant or co-applicant(s) requesting or receiving development subsidies for the redevelopment project? *'. Another red dashed arrow points from the text 'The sum of all of the subsidies listed will automatically be generated.' to a text box labeled 'Total of Development Subsidies'.

Requested CAFE Award *

5,000,000.00

The requested award amount should reflect the amount of the requested CAFE Amount for approval and should not be reduced as a result of any monetization of the tax credit.

Is the applicant or co-applicant(s) requesting or receiving development subsidies for the redevelopment project? *

Select

Select

Yes

No

Development Subsidies

Add Development Subsidy

Name of Granting Body ↑	Anticipated or Committed	Date	Amount of Development Subsidy
Test	Committed	02/28/2025	\$200,000.00

Total of Development Subsidies

0.00

Project Economics (continued)

If there is any financing secured for this project, use the Add Lender button to add the name, type, amount, and a brief description of the lender.

Create

Source of Funding

Name of Funding Source *

Funding Source Filter

Please describe funding source

Funding Amount *

Save Funding Source

Is there existing financing secured by the project? *

Yes

Lenders

Add Lender

Name of Lender ↓	Amount	
Test Lender	\$2,000,000.00	▼

Total Lenders Amount

Project Economics (continued)

Appraisal

- provide an “as is” and “as completed” appraisal report
 - by a licensed NJ Appraiser
 - dated within 12 months of application

Market Study-independent third-party analysis within 90 days of application.

- Market overview
- Target audience analysis
- Competitive analysis
- Project assessment
- Marketing strategy
- Financial analysis-revenue and expense projections on an annual basis for each year of the eligibility period

Project Economics (continued)

Operating Plan for the 5-year eligibility period after construction of the proposed cultural arts project, including the proposed staffing plan and operating pro forma.

Additional guidance on how to complete this section is available for download at the [Project Economics Instructions](#), which provides information on the calculation process for the

- operating budget
- net operating income
- net profit and loss
- terminal value calculation
- unlevered internal rate of return.

Instructions for the Project Economic Section

These instructions are provided to assist applicants in preparing materials for key financial components of the operating plan: the operating budget, net operating income, net profit and loss, terminal value calculation, and unlevered internal rate of return. Overall, applicants are responsible for delivering a thorough economic analysis of their cultural arts project.

Net Operating Income (NOI)

- 1. Operating Budget:**
 - Prepare a detailed budget listing all revenue sources and expenses for each of the 5 years in the eligibility period.
 - Ensure this budget thoroughly covers the operation of the cultural arts project and aligns with your market study and operating plan.
- 2. Calculate Net Operating Income:**
 - For each year, subtract total operating expenses from total revenues to determine the NOI.
 - Provide both annual and total NOI for the entire eligibility period.
- 3. Debt Obligations:**
 - Exclude any debt obligations related to project financing when calculating NOI.

Net Profit and Loss

- Determine the net profit or loss each year by subtracting the annual payments of principal and interest from the annual NOI.

Terminal Value Calculation

- 1. Depreciation (39-year straight line depreciation):**
 - Calculate total project costs by adding both eligible and ineligible costs (including building purchases, if applicable).
 - Determine annual depreciation by dividing total project costs by 39.
 - Subtract annual depreciation from total project costs each year, starting after project completion until the end of the eligibility period.
- 2. Land Value:**
 - Provide an appraisal of the land and building at the time of application.
 - Adjust the current land value for annual inflation up to the project's exit point using an inflation rate supported by your market study.
- 3. Calculate Terminal Value:**
 - Add the adjusted remaining project costs (after depreciation) and the adjusted land value to determine the terminal value at the end of the eligibility period.

Unlevered Internal Rate of Return (IRR) Calculation

- 1. IRR Computation:**
 - Calculate the unlevered IRR with and without tax credits using the terminal value calculated above.
 - Use the total project costs as the investment amount for this calculation.

Project Construction and Schedule

- Indicate the anticipated timeframe (months after NJEDA board approval) for:
 1. Site plan approval
 2. Committed financing
 3. Construction start
 4. Construction end
 5. Receipt of temporary certification of occupancy
 6. Capital raised from fundraising and other sources completed
- Project Schedule
- Land Use Plan
- If available, provide contact information for the project:
 - Architect
 - Construction manager
 - General contractor
- Permits and approvals for the project

Project Construction and Schedule

Project Schedule

Please provide estimated timing for each of the milestones identified below to help NJEDA better understand your project. We anticipate much of the schedule would be dependent on NJEDA Board approval, therefore we are requesting that project these dates based on the number months after a potential NJEDA Board approval.

For example if you anticipate getting a site plan approval one month after NJEDA Board approval please put the number 1 in the corresponding text box.

There will be an opportunity to upload a copy of your full project schedule at the end of this section.

Anticipated Months after NJEDA Board Approval until Site Plan Approval *

Anticipated Months after NJEDA Board Approval until Committed Financing *

Anticipated Months after NJEDA Board Approval until Construction Start *

Anticipated Months after NJEDA Board Approval until Construction End *

Anticipated Months after NJEDA Board Approval until receipt of Temporary Certificate of Occupancy *

The cultural arts project must receive a temporary certificate of occupancy for the cultural arts institution facility within 4 years of executing the tax credit award agreement. (The applicant will have one year after Board approval to meet the conditions of an approval letter from the Board. Once the conditions of the approval letter are satisfied, a tax credit award agreement will be executed between the Board and applicant.)

Anticipated Months after NJEDA Board Approval until capital raised from fundraising and other sources is completed *

Prevailing Wage, Contractor Registration, and Affirmative Action

Applicants must select and affirm all acknowledgements about complying with existing prevailing wage requirements.

Prevailing Wage, Contractor Registration, and Affirmative Action Requirements

Construction and buildings services activities under the CAFE Program are subject to New Jersey affirmative action and prevailing wage requirements.

(a) The Authority's affirmative action requirements, [N.J.S.A. 34:1B-5.4](#), [N.J.A.C. 19:30-3](#), and N.J.A.C. 19:31BB-3(a)7, apply to the cultural arts project. The affirmative action requirements begin at application submission and apply for two years after the first certificate of compliance is issued.

(b) The Authority's prevailing wage requirements, [N.J.S.A. 34:1B-5.1](#), [N.J.A.C. 19:30-4](#), and N.J.A.C. 19:31BB-3(a)9, apply to construction and building services work performed, including work performed by tenants, for the cultural arts project. The prevailing wage requirements for construction and building services work apply from the application submission through the end of the eligibility period.* **The Authority's prevailing wage requirements apply to construction contracts (which may include fixtures and other permanent installation of sculpture and other art) for work performed for the cultural arts project. This also applies to commercial tenants, commercial subtenants, and other commercial occupants for construction work and building services work at the cultural arts project. For CAFE, contractors and subcontractors must be paid prevailing wage work from application submission through the end of the eligibility period*.**

(c) In the event the cultural arts project constitutes a lease of more than 55 percent of a single facility or structure, the Authority's prevailing wage requirements, [N.J.S.A. 34:11-56.25](#) et seq., and [34:11-56.58](#) et seq apply to construction work and building services work at the entire facility or structure. In the event the cultural arts project constitutes a lease of more than 35 percent of a single facility or structure, these prevailing wage requirements apply to construction work at the entire facility or structure.

Effective April 1, 2020, contractors and subcontractors for construction contracts that require payment of prevailing wage must provide proof of registration under the Public Works Contractor Registration Act (Act), [N.J.S.A. 34:11-56.48](#) et seq. The Act does not require proof of registration for such contracts that were awarded prior to April 1, 2020. A violation of the Public Works Contractor Registration Act may result in the forfeiture of the entire tax incentive award since this item may not be correctable. Information regarding the Act can be found on the New Jersey Department of Labor's website: Department of Labor & Workforce Development ([nj.gov](#)). This also applies to commercial tenants, commercial subtenants, and other commercial occupants for construction work at the cultural arts project.

*The eligibility period is defined as "the period of 5 years during which a cultural arts institution may claim, sell, transfer, or otherwise use a tax credit under the Program, beginning with the tax period in which the Authority accepts certification of the cultural arts institution that it has met the capital investment requirements of the Program." This means the prevailing wage requirements, including the public works contractor registration, start at application submission and continue for 5 years of operation of the cultural arts institution facility, after the construction project is certified as complete.

Environmental Sustainability

Applicants are asked to describe how the project will meet minimum environmental and sustainability standards, including sharing documentation supporting their description.

Acknowledgement of compliance with Green Building Standards is also required.



Environmental Sustainability

Projects that receive financial assistance from NJEDA must meet minimum environmental standards. Please acknowledge the following requirements of NJEDA's Green Building Standards.

Provide a description of how the minimum environmental and sustainability standards are to be incorporated into the proposed cultural arts project including the use of renewable energy, energy-efficient technology, and non-renewable resources in order to reduce environmental degradation and encourage long-term cost reduction. *

Please upload additional documentation that Supporting the description of how the minimum environmental and sustainability standards are to be incorporated into the proposed cultural arts project.

Document	Files
Additional Document for Supporting Above Description *	Add Files Example doc.pdf

☒ I acknowledge that my cultural arts facility must comply with Green Building Standards. *

☒ I acknowledge that I must provide plans for how the project will meet the Green Building Standards no later than 6 months after NJEDA Board approval. *

Previous

Next

Cannabis Questionnaire

New Jersey State law prohibits certain cannabis licensees and certified personal use cannabis handlers' employers from receiving or continuing to receive most financial incentive awards.

Cannabis Questionnaire

Has the applicant applied for or been issued a license, including a conditional license, from the New Jersey Cannabis Regulatory Commission (NJ-CRC) to operate as a cannabis cultivator, cannabis manufacturer, cannabis wholesaler, cannabis distributor, cannabis retailer, or cannabis delivery service; or does the applicant employ or intend to employ, or is the applicant itself, a certified personal use cannabis handler to perform work for or on behalf of a cannabis establishment, distributor, or delivery service? *

No

If the applicant is a property owner, developer, or operator of a project: is the property being used or intended for use, in whole or in part, (1) by or to benefit a cannabis cultivator, cannabis manufacturer, cannabis wholesaler, cannabis distributor, cannabis retailer, or cannabis delivery service, (2) to employ a certified personal use cannabis handler to perform work for or on behalf of a cannabis establishment, distributor, or delivery service, (3) by a person or entity that has applied or intends to apply to the New Jersey Cannabis Regulatory Commission (NJ-CRC) for a license to operate as a cannabis cultivator, cannabis manufacturer, cannabis wholesaler, cannabis distributor, cannabis retailer, or cannabis delivery service or has applied for certification to be, or intends to employ, a certified personal use cannabis handler to perform work for or on behalf of a cannabis establishment, distributor, or delivery service? *

No

Diversity Equity and Inclusion

In this section, we would like more information about the diversity of your organization.

Answers have no impact on eligibility for assistance and providing information is optional, to be used for tracking purposes only.

Within each of these questions, “Prefer not to answer” can be selected if that is the case OR if the question is not applicable to your organization.

Diversity, Equity, & Inclusion

With which of the following does the majority owner of the applicant organization self-identify (if applicable)?

- ☐ Minority
- ☐ Women
- ☐ Veteran
- ☐ LGBTQ
- ☐ Disabled
- ☐ None of the above
- ☐ Prefer not to answer

Please select which of the following State of New Jersey certifications the applicant organization currently holds:

- ☐ Small Business Enterprise (SBE)
- ☐ Disadvantaged Business Enterprise (DBE)
- ☐ Minority-Owned Business Enterprise (MBE)
- ☐ Woman-Owned Business Enterprise (WBE)
- ☐ Veteran-Owned Business Enterprise (VOB)
- ☐ Disabled Veteran-Owned Business Enterprise (DVOB)
- ☐ None of the above
- ☐ Prefer not to answer

Additional DE&I Information

In this section, we would like more information about any actions your company has taken or is taking with respect to Diversity, Equity & Inclusion.

Please describe whether your company's leadership team is made up of a diverse group of individuals. Please provide as much detail as possible about the composition of your leadership team as it relates to groups that have been historically underrepresented (minority, woman, veteran, LGBTQ, disabled). *

- ☐ Question is not applicable
- ☐ Prefer not to answer

Please describe whether your company's Board of Directors is made up of a diverse group of individuals. Please provide as much detail as possible about the composition of your leadership team as it relates to groups that have been historically underrepresented (minority, woman, veteran, LGBTQ, disabled). *

- ☐ Question is not applicable
- ☐ Prefer not to answer

Applicant Representative for Certifications

NJEDA requires that the Legal Questionnaire, Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L. 2022, C. 3, Acknowledgments of Applicant , and Certification of Applicant, are to be completed and signed by one of the following:

- by applicant's General Counsel or Chief Legal Officer (recommended); or
- for a corporation: a principal executive officer at least the level of vice president;
- for a partnership: a general partner;
- for a sole proprietorship: the proprietor;
- for a governmental entity: the contact person (business administrator, manager, mayor, etc.);
- for other than above: the person with legal responsibility for the application.

If you are an Authorized Representative you will be prompted to fill out these pages in the on-line application.

If you are NOT an Authorized Representative you will be prompted to Upload the Certifications page, which will require you to download and then upload signed copies of the acknowledgments and certifications.

Fee Acknowledgement

Applicants can select to pay the application fee by **credit card, wire, or check**.

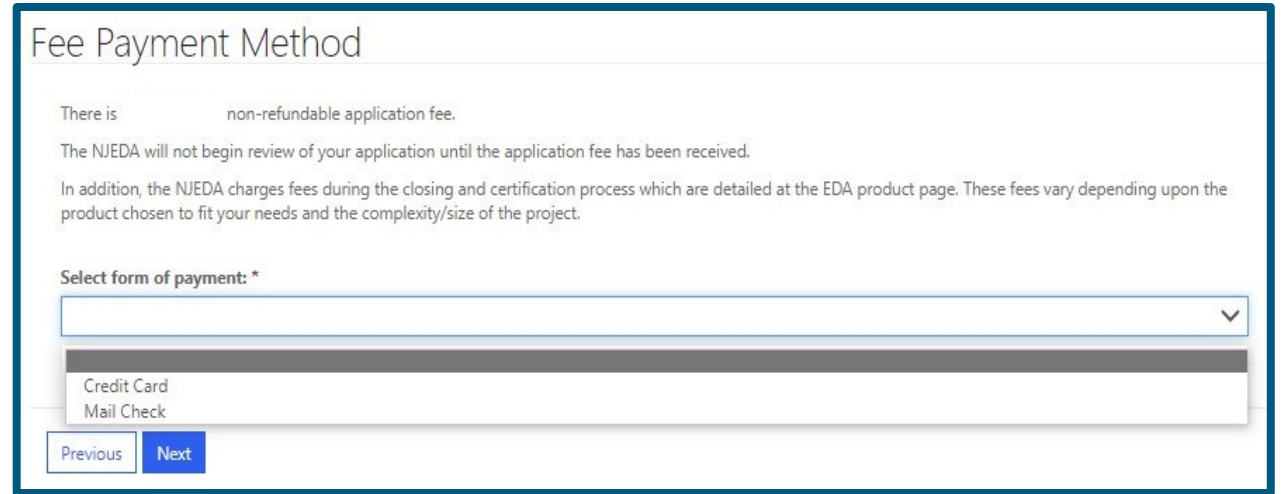
- \$5,000 for projects less than \$20MM total project costs
- \$10,000 for projects greater than or equal to \$20MM in total project costs

Payment by credit card or wire is recommended.

Checks can be sent to:

NJEDA
P.O. Box 990
36 West State Street
Trenton, NJ 08925-0990

Please include "CAFE app fee, the applicant name, application number in the memo of the check. More information will be provided on the application.



The screenshot shows a web form titled "Fee Payment Method". It contains the following text: "There is a non-refundable application fee." and "The NJEDA will not begin review of your application until the application fee has been received." Below this, it states: "In addition, the NJEDA charges fees during the closing and certification process which are detailed at the EDA product page. These fees vary depending upon the product chosen to fit your needs and the complexity/size of the project." There is a dropdown menu labeled "Select form of payment: *" with a downward arrow. The dropdown is open, showing two options: "Credit Card" and "Mail Check". At the bottom of the form are two buttons: "Previous" and "Next".

Electronic Signature

Electronic Signature

Pursuant to written policy, the New Jersey Economic Development Authority allows documents to be signed electronically and hereby agrees to be bound by such electronic signatures. Please confirm that you, as a signatory to this document, also agree to be bound by electronic signatures.

☐ I agree to be bound by electronic signatures *

☐ I am an Authorized Signer for this organization and I accept the above terms and conditions *

Full Name *



[Generate a new image](#)

[Play the audio code](#)

Enter the code from the image

[Previous](#)

[Submit Application](#)

Submission Confirmation Page

After successful submission, you will see the confirmation page, which will list the Applicant's application confirmation number.

All future application communication will be sent to the email provided in the application.

You may return to the Application Homepage, by clicking "Return to Homepage."

Your application confirmation number is: **CAPP-00035976**

Any communications regarding the status of this application will be sent to _____

Dear :

Thank you for your application to the Historic Property Reinvestment Program (HPRP). The NJEDA Team will now begin our completeness review of your application. The Authority may also choose to commence legal and underwriting reviews; however, scoring items may not be reviewed and will not be scored by the Program's Selection Committee until after the application deadline has passed. As a result, applicants may not receive any communication from the HPRP Team until after the application window has closed.

We request that as our team works on the review of applications under the current round, you refrain from directly contacting any member of NJEDA's Historic Preservation team with any questions regarding this application or the HPRP. Instead, we ask that any questions be sent via email to _____. All questions received along with responses will be publicly posted on our website at <https://www.njeda.gov/>

A copy of your application is available for download from the HPRP application homepage. We recommend printing it (and this page) for your records.

Thank you again for your interest in Historic Preservation and the Historic Property Reinvestment Act.

To learn about other NJEDA programs, visit [njeda.gov](https://www.njeda.gov/)

Thank You,
NJEDA

[Return to homepage](#)



www.njeda.gov/CAFE



@NewJerseyEDA

njeda.gov

844.965.1125