

# Trenton Commercial Building Forgivable Loan Program

## Program Purpose and Goals

The Trenton Commercial Building Forgivable Loan Program is intended to provide incentives for prospective businesses to locate in Trenton and provide incentives for existing businesses to expand and improve. The desired outcomes of these expenditures are to

- create jobs
- increase ratables by improving the value of retail buildings
- provide support for existing businesses
- create more attractive retail districts for the people who live and work in Trenton

## Program

The Trenton Commercial Building Incentive offers loans of up to 50% of total project cost, loan to not exceed \$40,000, to UEZ businesses operating within commercial space, with a minimum project cost of \$5,000.

Any building improvements that will affect the commercial space of the building are eligible (facade, plumbing, electric, HVAC, roof, interior, etc.). Most equipment is not eligible, except for equipment substantially integrated in the building like furnace or HVAC.

## Eligible Properties

Commercial properties in the City of Trenton. If a building is mixed use, only the commercial portions are eligible. Residential use is not eligible. Nonprofits are not eligible.

Applicants must be certified members of the Urban Enterprise Zone.

## Program Requirements

1. **For each year the applicant remains in the property, 20% of the loan is forgiven**, assuming all conditions are satisfied. **After 5 years, the entire amount is forgiven.** The applicant must provide a personal guarantee to this effect. **If the incentive is over \$20,000, the applicant must also accept a lien on this property** (if the applicant is also the owner of the property) **or another property** (if the applicant is not the owner of the property).
2. **The applicant must either be the owner of the property or the commercial tenant of the property with a letter from the owner in support from the owner approving the changes to be made to the property.**
3. **The applicant must have a valid City of Trenton, or otherwise appropriate, Business License.**
4. **The applicant must be a certified member of the Trenton Urban Enterprise Zone.**
5. Applicant cannot be on the Federal or State debarment lists and need to certify to such.
6. The loan will be subject to future audit and review and approval of the City of Trenton and the New Jersey UEZ Authority.

7. Because this Forgivable Loan is funded by State UEZ funds, work done must be in accordance with the Prevailing Wage Act N.J.S.A. 34:11-56.25 et seq. Among the requirements,
  - a. Contractors must pay their employees prevailing wage.
  - b. Contractors must submit weekly payroll Certification.
  - c. It is recommended to hire a contractor who is familiar with Prevailing Wage rules. You can find additional information at <https://www.nj.gov/labor/wageandhour/prevailing-rates/public-works/index.shtml>.

**8. The Applicant must receive three (3) estimates (costing the same scope of work).**

9. All estimates must be given by licensed contractors. **The contractors' proof of license must be submitted with the application.**
10. All estimates will be reviewed by the City Cost Estimator. If it is determined that all three price quotes are above a fair market rate, the City reserves the right to solicit a fourth estimate.
11. The Applicant does not need to hire the contractor who gives the lowest estimate, but the loan will be determined at 50% of the lowest estimate.
12. All three estimates must be presented to the City of Trenton when the application is submitted.
13. **The work must not be started before loan is awarded** and no reimbursement will be awarded for expenses incurred prior to loan award. The City of Trenton Department of Housing and Economic Development must approve the project, in writing, prior to the start of work.
14. The application must include project plans with sufficient detail to facilitate an understanding of the Project.

**15. Projects on property located within a historic district, and that are doing external work, must obtain a Certificate of Appropriateness** from the applicable review committee.

16. All project work must be properly permitted prior to the start of work and completed in accordance with the City of Trenton Building Codes. Applicants must obtain all applicable zoning and building permits.
17. The project must be consistent with City of Trenton regulations and be approved by the City's planning/zoning/building officials.
18. The applicant (if also the property owner) must be current in all responsibilities to the city including property tax and water.
19. **The applicant must provide proof of property insurance.** The summary page will be sufficient.

20. Portions of the project in excess of the loan must be provided by applicant. All work must be complete and receipts submitted before the incentive is issued.

21. Project work must begin within three (3) months of the award approval unless special permission from the City is given.
22. The project must be completed within one (1) year unless special permission from the City is given.

23. A limit of three grants/loans will be approved per applicant within a span of five years (either from the Trenton Commercial Building Forgivable Loan or the previous Trenton Business Improvement Incentive),. The applicants include any person or entity that has at least a 10% ownership stake in the applying entity.
24. A limit of 1 loan/grant will be approved per project address within a span of ten years (either from the Trenton Commercial Building Forgivable Loan or the previous Trenton Business Improvement Incentive).
25. If funds are awarded (either from the Trenton Commercial Building Forgivable Loan or the previous Trenton Business Improvement Incentive), that building has to have a commercial operator before subsequent grants can be approved.
26. All statements and representations made in the application must be correct in all material respects when made.
27. The Mayor of the City of Trenton, City of Trenton department directors, Trenton City Council and staff of the Trenton Division of Economic Development, as well as their immediate families, are not eligible.

Elements of this Forgivable Loan Program are subject to change without notice.

Check with your tax professional implication of forgivable loan. The IRS may count forgiven loans as income.

#### **Awards and Disbursements**

1. When an application is received, Trenton Urban Enterprise Zone (UEZ) staff will verify that the application is complete and the project fulfills all the program requirements.
2. Once the application is complete, the applicant will sign and notarize the lien.
3. Once UEZ staff has provided written approval of the application, work may begin.
4. Contractor must submit weekly payroll reports to comply with prevailing wage.
5. After the work is completed, the applicant will submit receipts and photographs for the work completed for disbursement of funds. (Cost savings from the estimated project, in the original application on which the award is based, may reduce the amount awarded.)
6. A property inspection will be made to ensure that the work was completed according to the requirements.
7. After five years, the lien will be released.

## **APPLICATION**

Application Date

### **APPLICANT INFORMATION**

Applicant Organization Name:

Primary Business Address:

Project Contact Person:

Telephone Number:

Email address:

Tax Identification Number:

Ownership Structure of Applicant's Business:

Year Company Founded:

### **FEDERAL, STATE and MUNICIPAL TAX PAYMENTS**

Please answer the following for the applicant, affiliated entities and each owner of the applicant:

Are federal/state employee withholding tax payments current?

Are sale and other business tax payments current?

Are corporate/ personal federal and state income tax payments current?

Are municipal property tax payments and water payments current at the project site?

### **FUNDS REQUESTED**

Total amount of incentive requested

For what use?

(Prohibited uses include gambling or gaming activities; the conduct or purveyance of "adult" (i.e., pornographic, lewd, prurient, obscene or otherwise similarly disreputable) activities, services, products or materials (including nude or semi-nude performances or the sale of sexual aids or devices); any auction or bankruptcy or fire or "lost-our-lease" or "going-out-of-business" or similar sale; carnivals, fairs, auctions, outdoor shows, kiosks, sales by transient merchants, Christmas tree sales or other outdoor sales or storage; a flea market, pawn shop, junkyard, car storage (including parking and towing and repair services), automobile or boat display or sales, car wash, massage parlor, head shop or betting parlor; any activity constituting a nuisance; or any illegal purpose.)

**PROJECT DESCRIPTION & ECONOMIC BENEFIT**

Please provide brief description of the project: (description should include the scope of the project, land uses, owner, project schedule, tenants, neighborhood/area benefit context, etc).

Has construction already started?

Briefly describe how the project advances the goals of the city (job creation for neighborhood or city residents, the increase of ratables, provision of services or the creation of a more attractive retail district for the people who live and work in Trenton). Please also describe the role the loan will play in your decision to improve, expand or relocate to the project property.

Indicate the number of people presently employed at the project property and the number that will be employed at the completion of the project (do not include construction workers). All projections should be as accurate, conservative and achievable as possible.

Type of Employment	On Project Site at Present		New Jobs Created after Work Complete		Total	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
Professional, managerial, technical						
Skilled, Semi-Skilled						
Unskilled						
<b>TOTALS</b>						

Property Address:

Block and Lot:

Size of building in square feet:

Indicate the present use of the project site:

Please detail the project budget:

List all liens on subject property and the amount of the lien:

Is the property in a historic district? Yes  No

Is the property covered by property insurance? Yes  No

If yes, what is your coverage limit?

If yes, what is the name and phone of your insurance agent?

**Complete and attach the following Before the job is approved:**

- Photos of the area of the building “as is” before the job starts (We could decide to take our own pictures).
- Three quotes from vendors for identical work
- Proof of contractor’s active license
- Proof of ownership of the Property OR a letter from the property owner giving permission for the work to be done.
- Proof of UEZ membership.
- Certificate of Appropriateness, if in historic district.
- Debarment forms (Comes attached to the end of this application).

**Complete and attach the following before the money is awarded:**

- Photos of area of the building/area “as is” after the job is done (We could decide to take our own pictures).
- Proof that taxes and water bills are up to date.
- Proof of property insurance.
- Copy of your business W9.
- Copy of your Business Registration Certificate.
- Proof of Prevailing wage during the time the job was being done.
- Contractor’s Invoice.
- An invoice from your business requesting half of the lowest quote.

**Note:** *You won’t receive the check without these documents.*

**Applicant Affidavit**

I certify that this affidavit has been executed to induce the City of Trenton to consider an award for improvements to the property located at \_\_\_\_\_, Trenton New Jersey (hereafter known as Property) and certify that the undersigned is the Property Owner, or has provided a letter from the Owner approving the changes to be made to the property.

I certify that the information on this application is true, complete, and correct to the best of my knowledge.

If I receive an Award, I acknowledge I will be required to execute a Loan Agreement.

I certify that I have read and understand the conditions of this Award and understand my responsibilities under these documents.

SIGNED

DATE

PRINTED NAME

<b>STANDARD BID DOCUMENT REFERENCE</b>	
Name of Form:	<b>FEDERAL NON-DEBARMENT CERTIFICATION</b>
Statutory Reference:	N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)
Description:	Meets statutory criteria for certification of non-debarment by a federal government agency.

**Summary of the Certification Requirements under N.J.S.A. 52:32-44.1**

Pursuant to state law any natural person, company, firm, association, corporation, or other entity prohibited, or “debarred,” from contracting with the federal government agencies, shall also be prohibited from contracting for public work in the state of New Jersey. This prohibition also extends to any affiliate organization(s) held by or subject to the control of an entity of that prohibited person or entity.

Prior to awarding a contract for public work a local units must obtain written certification from the contracting person or entity through the form below, attesting to their non-debarment from contracting with federal government agencies. Contracting units are reminded that they must fill-in the boilerplate information in the certification sections of Parts II through IV regarding their name and type of contracting unit before using the form.

**CERTIFICATION OF NON-DEBARMENT  
FOR FEDERAL GOVERNMENT CONTRACTS**

N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)

**This certification shall be completed, certified to, and submitted to the contracting unit prior to contract award, except for emergency contracts where submission is required prior to payment.**

PART I: VENDOR INFORMATION	
Individual or Organization Name	
Physical Address of Individual or Organization	
Unique Entity ID (if applicable)	
CAGE/NCAGE Code (if applicable)	
<b>Check the box that represents the type of business organization:</b>	

- Sole Proprietorship (skip Parts III and IV)   
 Non-Profit Corporation (skip Parts III and IV)  
 For-Profit Corporation (any type)   
 Limited Liability Company (LLC)   
 Partnership  
 Limited Partnership   
 Limited Liability Partnership (LLP)  
 Other (be specific): \_\_\_\_\_

PART II – CERTIFICATION OF NON-DEBARMENT: Individual or Organization			
<p>I hereby certify that the <b>individual or organization listed above in Part I</b> is not debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the <b>&lt;name of contracting unit&gt;</b> is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by <b>&lt;type of contracting unit&gt;</b> to notify the <b>&lt;type of contracting unit&gt;</b> in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the <b>&lt;type of contracting unit&gt;</b>, permitting the <b>&lt;type of contracting unit&gt;</b> to declare any contract(s) resulting from this certification void and unenforceable.</p>			
Full Name (Print):		Title:	
Signature:		Date:	

**PART III – CERTIFICATION OF NON-DEBARMENT: Individual or Entity Owning Greater than 50 Percent of Organization**

**Section A (Check the Box that applies)**

<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of its voting stock, or of the partner in the partnership who owns more than 50 percent interest therein, or of the member of the limited liability company owning more than 50 percent interest therein, as the case may be.
<b>Name of Individual or Organization</b>	
<b>Physical Address</b>	

**OR**

<input type="checkbox"/>	No one stockholder in the corporation owns more than 50 percent of its voting stock, or no partner in the partnership owns more than 50 percent interest therein, or no member in the limited liability company owns more than 50 percent interest therein, as the case may be.
--------------------------	---

**Section B (Skip if no Business entity is listed in Section A above)**

<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of the voting stock of the organization’s parent entity, or of the partner in the partnership who owns more than 50 percent interest in the organization’s parent entity, or of the member of the limited liability company owning more than 50 percent interest in organization’s parent entity, as the case may be.
<b>Stockholder/Partner/Member Owning Greater Than 50 Percent of Parent Entity</b>	
<b>Physical Address</b>	

**OR**

<input type="checkbox"/>	No one stockholder in the parent entity corporation owns more than 50 percent of its voting stock, no partner in the parent entity partnership owns more than 50 percent interest therein, or no member in the parent entity limited liability company owns more than 50 percent interest therein, as the case may be.
--------------------------	--

**Section C – Part III Certification**

I hereby certify that no individual or organization that is debarred by the federal government from contracting with a federal agency owns greater than 50 percent of the **Organization listed above in Part I** or, if applicable, owns greater than 50 percent of a parent entity of **<name of organization>**. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the **<name of contracting unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the **<type of contracting unit>**, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

**Part IV – CERTIFICATION OF NON-DEBARMENT: Contractor – Controlled Entities**

**Section A**



Below is the name and address of the corporation(s) in which the **Organization listed in Part I** owns more than 50 percent of voting stock, or of the partnership(s) in which the **Organization listed in Part I** owns more than 50 percent interest therein, or of the limited liability company or companies in which the **Organization listed above in Part I** owns more than 50 percent interest therein, as the case may be.

Name of Business Entity	Physical Address

**\*\*Add additional sheets if necessary\*\***

**OR**



The **Organization listed above in Part I** does not own greater than 50 percent of the voting stock in any corporation and does not own greater than 50 percent interest in any partnership or any limited liability company.

Section B (skip if no business entities are listed in Section A of Part IV)			
<input type="checkbox"/>	Below are the names and addresses of any entities in which an entity listed in Part III A owns greater than 50 percent of the voting stock (corporation) or owns greater than 50 percent interest (partnership or limited liability company).		
<b>Name of Business Entity Controlled by Entity Listed in Section A of Part IV</b>		<b>Physical Address</b>	
**Add additional Sheets if necessary**			
<b>OR</b>			
<input type="checkbox"/>	No entity listed in Part III A owns greater than 50 percent of the voting stock in any corporation or owns greater than 50 percent interest in any partnership or limited liability company.		
Section C – Part IV Certification			
<p>I hereby certify that the <b>Organization listed above in Part I</b> does not own greater than 50 percent of any entity that that is debarred by the federal government from contracting with a federal agency and, if applicable, does not own greater than 50 percent of any entity that in turns owns greater than 50 percent of any entity debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the <b>&lt;name of contracting unit&gt;</b> is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by <b>&lt;type of contracting unit&gt;</b> to notify the <b>&lt;type of contracting unit&gt;</b> in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the <b>&lt;type of contracting unit&gt;</b>, permitting the <b>&lt;type of contracting unit&gt;</b> to declare any contract(s) resulting from this certification void and unenforceable.</p>			
Full Name (Print):		Title:	
Signature:		Date:	

STANDARD BID DOCUMENT REFERENCE						
<b>Name of Form</b>	<b>COMBINED CERTIFICATION: PROHIBITED ACTIVITIES IN RUSSIA AND BELARUS &amp; INVESTMENT ACTIVITIES IN IRAN</b>					
<b>Statutory Reference</b>	P.L. 2022, c. 3 N.J.S.A. 52:32-55 et seq. N.J.S.A. 40A:11-2.1 N.J.S.A. 18A:18A-49.4					
<b>Applicability</b>		<b>Y/N</b>		<b>Mandatory</b>	<b>Optional</b>	<b>N/A</b>
	<b>LPCL</b>	<b>Y</b>	Goods and Services	<b>X</b>		
	<b>PSCL</b>	<b>Y</b>	Construction			<b>X</b>
<b>Instructions Reference</b>						
<b>Description</b>	<p>P.L. 2022, c. 3 prohibits the award, renewal, amendment, or extension of State and local public contracts for goods or services with persons or entities engaging in prohibited activities in Russia or Belarus. P.L. 2012, c.25 prohibits the award or renewal of State and local public contracts for goods and services with persons or entities engaged in certain investment activities in the energy or finance sectors of Iran.</p> <p>Before a goods and services contract can be entered into, vendors and contractors must certify that neither they nor any parent entity, subsidiary, or affiliate is listed on the New Jersey Department of the Treasury's list of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 ("<a href="#">Russia-Belarus list</a>") or in Iran pursuant to P.L. 2012, c. 25 ("<a href="#">Chapter 25 list</a>").</p>					

The Certification form requires the insertion of contracting unit identification information which should be filled in (in italics on the form) prior to its use.

# Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or Entity

## Part 1: Certification

### COMPLETE PART 1 BY CHECKING ONE OF THE THREE BOXES BELOW

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>  
[www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf).

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.

## CONTRACT AWARDS AND RENEWALS



*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)*

**CONTRACT AMENDMENTS AND EXTENSIONS**



*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)*

**IF UNABLE TO CERTIFY**



*I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.*

**Part 2: Additional Information**

**PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.**

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

### Part 3: Certification of True and Complete Information

*I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, to the best of my knowledge, are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.*

*I acknowledge that the <Name of Contracting Unit> is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the <Name of Contracting Unit> to notify the <Name of Contracting Unit> in writing of any changes to the answers of information contained herein.*

*I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the <Name of Contracting Unit> and that the <Name of Contracting Unit> at its option may declare any contract(s) resulting from this certification void and unenforceable.*

<b>Full Name (Print)</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	