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—
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MAYOR

Dear Redeveloper:

The Jersey City Redevelopment Agency (JCRA) is seeking qualified redevelopers to undertake the rehabilitation of vacant buildings. The agency will use provisions of the Abandoned Properties Rehabilitation Act (APRA) to acquire the properties, pursuant to the Abandoned Properties Rehabilitation Act (N.J.S.A. 55:19-78 et seq). Any organizations that are interested in rehabilitating one or more of these properties should respond by providing the information outlined in this notice. The Agency may request a follow-up meeting to discuss the possibility of your organization becoming a Qualified Rehabilitation Entity or redeveloper for this purpose.

Abandoned properties have been, and continue to be, blights upon the community. They discourage both neighborhood stability and revitalization, and adversely affect the quality of life for both residents and business operators in the areas in which they exist.

The abandoned property list was created in 1996 by the *Urban Redevelopment Act* (P.L. 1996, c.62). This process was amended in 2004 by the *Abandoned Properties Rehabilitation Act*. Since placing a property on an abandoned property list triggers significant municipal powers with respect to that property, the law sets forth a series of procedures that must be followed closely to ensure that properties are not mistakenly added to the abandoned list, and that property owners are given a full opportunity to present evidence that the property is indeed not abandoned.

The process is divided into three steps, as follows:

- Authorizing the list.
- Creating the list.
- Providing notice and offering owners the opportunity to appeal inclusion on the list.

The Director of the Division of Housing Code Enforcement (HCE) is the public official charged with maintaining the City's **Abandoned Properties List**. Housing Code Enforcement populates the list with properties that are already on the City's **Vacant Buildings Registration List**. Properties are moved from the **Vacant Buildings Registration List** to the **Abandoned Properties List** once the Director of HCE confirms that the property has met the threshold to qualify as "abandoned."

In order for a property to meet the minimum threshold to be deemed "abandoned," it must (1) not have been legally occupied for six months, and (2) it must also meet any one of the following additional criteria:

- a. The property is in need of rehabilitation in the reasonable judgment of the public officer, and no work has taken place on the property during that six-month period;
- b. Construction began, but was discontinued before the building was suitable for occupancy or use, and no construction has taken place during that six-month period;
- c. At least one installment of property tax is delinquent at the time the public officer makes the determination; or
- d. The property has been determined to be a nuisance by the public officer.

There are currently 27 properties on the City's Abandoned Properties List, and another 923 properties on the City's Vacant Buildings Registration List, which may be added to the APRA list at sometime in the future. All possess some problem which has prevented them from being lawfully occupied. Each can be properly described as a nuisance and each has had a detrimental effect on the neighborhoods where they exist. In neighborhoods where multiple such abandoned properties exist, they have so degraded property values that they have forced neighboring residents to leave, thus adding to the list of vacant properties. These properties too will soon be deemed abandoned if something is not done to end the vicious cycle of deterioration, decline and abandonment. These properties are listed under the public notice portion of the City of Jersey City's website at <http://www.jerseycitynj.gov/vacantbuildings/>.

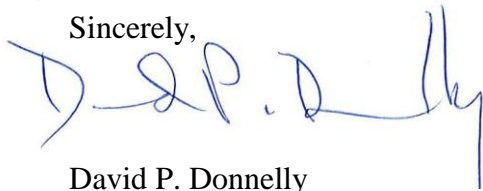
The Jersey City Redevelopment Agency (JCRA) is committed to a policy of fairness and openness towards all involved in the redevelopment process.

All Redevelopers are required to reimburse the Agency for its counsel fees, other professional fees (i.e. title, appraisal and/or environmental reports) and administrative fees which include, but are not limited to, staff hours spent on each Project.** See Application and Certification for fee schedule. The

Agency, at its sole discretion, may require each Redeveloper to deposit, upon designation and prior to contract signing, escrow funds in an amount determined by the Agency to be sufficient for the Agency to pay down its professional and administrative fees as they accrue. If you have any questions about this form, the JCRA will be happy to assist you.

Submission of this form does not constitute an approval of your entity to undertake any work described herein. The Agency will adopt a resolution approving you as a Qualified Rehabilitation Entity and Redeveloper to perform the work herein should your entity be chosen as a Qualified Rehabilitation Entity and Redeveloper.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. P. Donnelly". The signature is fluid and cursive, with a long horizontal stroke at the end.

David P. Donnelly
Executive Director

APRA PRE-QUALIFICATION STATEMENT OF INTEREST

Instructions:

Please answer each and every question in order and to the best of your ability. Answers should be typewritten on 8.5 x 11 white paper and submitted as a single package.

If you do not believe a question properly pertains to you or you are unable to answer the question, you must provide a detailed explanation in lieu of your answer.

If the Applicant is a development team/group or joint venture, the team/group or venture must complete the application and certification. Additionally, each individual of the team/group or venture must complete a Redeveloper’s Personal Questionnaire.

Submit the non-refundable administrative fee of \$5,000 or \$10,000 (\$1,000 for non-profit entities) with the completed form.

Please attach the following, if applicable, on behalf of the applicant:

- Certificate of Formation
- Operating Agreement
- Certified Audited Financial Statements or Tax Return filings
- PECA/PLA fulfillment from past projects, if applicable
- Interest Disclosure Affidavit

Incomplete, misleading, or false information shall be returned to the Applicant and shall not be considered for designation by the JCRA.

****If the application is approved and a Redevelopment Agreement executed, the following fee schedule will apply, which is based on proposed total project costs:**

<u>Proposed Total Project Costs</u>	<u>Annual Administrative Fee</u>
Over \$5,000,000	\$10,000
\$0- \$4,999,999	\$ 5,000
Nonprofit Entity	\$ 1,000

PART A. APPLICANT INFORMATION

1. Applicant (show official name without abbreviations.)

Name:	Representative authorized to communicate with
Street:	JCRA:
City:	Telephone Number:
State:	Fax Number:
Zip:	Email:

2. Please identify the Applicant’s business organization (Corporation, Partnership, Non-Profit, LLC, Other). Attach a copy of the legal instrument creating the entity.
3. Please identify all officers and directors of the Applicant’s business organization.
4. Please identify the names, business addresses and phone numbers of all individuals or entities with an ownership or other beneficial interest in the Applicant and the amount and nature of that interest (e.g. shareholder, general partner, limited partner, etc.). If the Applicant is a for-profit corporation with more than 100 shareholders or is traded on a public stock exchange, ownership interest shall mean greater than 1% ownership or beneficial interest in any single stock class
5. Is the Applicant a subsidiary and/or direct or indirect affiliate of any other organization? If so, indicate name of related organization and relationship.

Note: The Jersey City Redevelopment Agency reserves the right to request additional disclosure forms and affidavits from any other entity identified by you as holding a beneficial or ownership interest in your entity.

6. Please list any and all professional service providers (attorneys, architects, consultants, environmental specialists, etc.) retained for the proposed development.

Please note that if any professional service provider holds an interest as outlined in the Interest Disclosure Affidavit, they are required to disclose said percentage and sign and notarize the Interest Disclosure Affidavit.

PART B. EXPERIENCE

1. Please provide a detailed narrative description about the Applicant's history and background, including all development projects currently under construction or completed in New Jersey, as well as the start and end dates of construction for each of those projects.
2. Please provide a detailed description of all past and present charitable and community involvement of the Applicant within Jersey City.

3. Please provide a summary of New Market Tax Credits, Low-Income Housing Tax Credits, Section 8 vouchers, or other subsidies that the Applicant has received in New Jersey in the past five years.
4. Please provide a description of your experience applying for and receiving grants, loans, or abatements from any governmental or quasi-governmental entity.
5. OPTIONAL: Please provide a statement of the names and descriptions of the experience of the architectural and engineering firm or firms, if known, which are proposed to be retained by the Redeveloper for the preparation of the proposed development's plans and specifications.

PART C. PROJECT FINANCIAL PLAN & COMMITMENTS

NOTE: All financial information will be held in confidence and not disclosed, except where required by law.

1. Please provide EITHER:
A balance sheet with profit and loss statements from the last 3 years. If you are not able to provide a balance sheet with profit and loss statements from the last 3 years, please provide a credit statement from the bank,
OR:
A certified financial statement for the Applicant showing the assets and the liabilities, including contingent liabilities, fully itemized in accordance with accepted accounting standards and based on a proper audit. If the date of the certified financial statement precedes the date of this submission by more than six months, also attach an interim balance sheet not more than 60 days old. Include the name and address of auditor or public accountant who certified the financial statement.
2. Please provide:
Name and address of principal bank(s) of account: loan officer and telephone number.
Name and address of accountant to company.
3. OPTIONAL: Please provide a statement identifying the firm(s) or organization(s), if known, that will be responsible for marketing and/or managing the completed development, including a description of the relationship to be established between the Applicant and the marketing and property management organization(s) (e.g., parent or subsidiary corporation, partnership, lease, franchise, etc.).

PART D. LEGAL INFORMATION

1. Please provide the name, address and telephone number of Applicant's legal counsel.
2. Has the Applicant, within the last five years, been a party defendant in litigation involving laws

governing hours of labor, minimum wage standards, discrimination in wages or child labor? If yes, furnish details.

3. Has the Applicant ever been charged with or convicted of any criminal offenses? If yes, furnish details.
4. Is the Applicant now a plaintiff or defendant in any civil or criminal litigation? If yes, furnish details.
5. Has the Applicant been subject to any disciplinary action, past or pending, by any administrative, governmental or regulatory body? If yes, furnish details.
6. Has the Applicant been or are they now subject to any order resulting from any criminal, civil or administrative proceedings brought against them by any administrative, governmental or regulatory agency? If yes, furnish details.
7. Has the Applicant been denied any license by any administrative, governmental or regulatory agency on the grounds of moral turpitude? If yes, furnish details.
8. Has the Applicant been informed of any current or ongoing investigation of the Applicant or management of the Applicant for possible violation of Local, State or Federal laws, or has the Applicant or management of the Applicant been subpoenaed by any grand jury or investigative body or had any records subpoenaed by any grand jury or investigative body? If yes, furnish details.
9. Has the Applicant ever been in receivership or adjudicated as bankrupt? If yes, furnish details.
10. Has the Applicant ever been denied a business-related license or had it suspended or revoked by an administrative, governmental or regulatory agency? If yes, furnish details.
11. Has the Applicant been debarred, suspended or disqualified from contracting with any federal, state, county or municipal agency? If yes, furnish details.
12. Does any member of the governing body, officer, or employee of the Jersey City Redevelopment Agency have any direct or indirect personal interest in the Applicant or in the redevelopment or rehabilitation of the property? If yes, furnish details.
13. Does any member of the governing body of The City of Jersey City in which the Redevelopment Area is situated or any other public official of The City of Jersey City, who exercises any functions or responsibilities in the review or approval of the carrying out of the project under which the land covered by the Applicant's proposal is being made available, have any direct or indirect personal interest in the Applicant or in the redevelopment or rehabilitation of the property upon the basis of such proposal? If yes, furnish details.

CERTIFICATION

I, the undersigned, being duty sworn upon my oath say:

1. I affirm, represent and warrant that the information contained in this application and in all attachments submitted herewith is to the best of my knowledge true and complete.
2. I understand that if such information is willfully false, I am subject to criminal prosecution under N.J.S.A. 2C: 28-2 and civil action by the Jersey City Redevelopment Agency and I forfeit any potential or pending financial assistance which may be available from the JCRA.
3. I authorize the New Jersey Department of Law and Public Safety to verify any answers contained herein through a search of its records, or records to which it has access, and to release the results of said search to the Jersey City Redevelopment Agency.
4. I authorize the Jersey City Redevelopment Agency to obtain such information including, but not limited to, such personal, financial, credit bureau and/or background checks as it may require, covering the Applicant and/or its principals, stockholders and/or investors.
5. I authorize the City of Jersey City and the Jersey City Redevelopment Agency to verify any answers contained herein through a search of its records, or records to which it has access and to release the results of said search.
6. I agree that simultaneous with the submission of this disclosure form, I shall pay to the Agency the sum of **\$250**, which is **non-refundable**, and shall be applied toward Agency expenses incurred for legal, or other professional and/or administrative fees.
7. I understand that the disclosure procedure as stated in this application is a **continuing obligation** and I hereby acknowledge and agree for myself and/or my entities to update this application and/or amend it as and when the information contained herein no longer remains accurate during the term of the Project.

SIGNATURE: _____

NAME (Print): _____

TITLE: _____

DATE: _____

Sworn and subscribed to before me this _____ day of _____, 20_____.

NOTARY PUBLIC

Redeveloper's Questionnaire (Personal)

This form must be completed by each of those listed on **Questions 3 and 4 of Part A of the Application** (all Officers, Directors, Partners and Shareholders of 1% or more interest of Applicant).

Please fill in all blanks, using "NONE" or "NOT APPLICABLE" where necessary.

NAME _____
ADDRESS _____
CITY _____
STATE _____
ZIP _____
SSN _____
DOB _____
PHONE _____
CITIZENSHIP/ _____
BIRTHPLACE _____

1. Please list all other companies, partnerships or associations not related to this project in which you have an interest or in which you are an officer, director or partner. Describe your relationship, responsibilities, and interest in each.
2. Please provide a detailed description of all civic and community activities that you have participated or contributed to within Jersey City.
3. Note: The Jersey City Redevelopment Agency reserves the right to request additional disclosure forms and affidavits from any other entity identified by you as holding a beneficial or ownership interest in your entity.
4. Please provide a resume, including a personal history, business and professional background, and a detailed description of all development projects in which you participated including a statement of responsibilities.
5. Please provide a certified, personal financial statement along with a list of bank and credit references.
6. Have you or any organization listed in Question 1 above, within the last five years, been a party defendant in litigation involving laws governing hours of labor, minimum wage standards, discrimination in wages or child labor? If yes, furnish details.
7. Have you or any organization listed in Question 1 above ever been charged with or convicted of any criminal offense other than a minor motor vehicle violation? If yes, furnish details and include date, place, offense and sentence (if applicable).

8. Are you or any organization listed in Question 1 above now a plaintiff or defendant in any civil or criminal litigation? If yes, furnish details.
9. Have you or any organization listed in Question 1 above been subject to disciplinary action, past or pending, by any administrative, governmental or regulatory body? If yes, furnish details.
10. Are you or any organization listed in Question 1 above now or been subject to any order resulting from any criminal, civil or administrative proceedings brought against you by any administrative, governmental or regulatory agency? If yes, furnish details.
11. Have you or any organization listed in Question 1 above ever been denied any license by any administrative, governmental or regulatory agency on the grounds of moral turpitude? If yes, furnish details.
12. Are you or any organization listed in Question 1 above or any member of your family (including in-laws) the subject of a current or on-going investigation with respect to possible violations of state or federal laws, or have you or any member of your family (including in-laws) been subpoenaed by any grand jury or investigative body? If yes, furnish details.
13. Have you or any organization listed in Question 1 above ever been adjudicated as bankrupt or filed for bankruptcy? If yes, furnish details.
14. Have you or any organization listed in Question 1 above ever been denied a business related license or professional license or had it suspended or revoked by any administrative, governmental or regulatory agency? If yes, furnish details.
15. Have you or any organization listed in Question 1 above ever been debarred, suspended or disqualified from contracting with any federal, state or municipal agency? If yes, furnish details.

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SIGNATURE: _____

NAME (Print): _____

TITLE: _____

DATE: _____

Sworn and subscribed to before me this _____ day of _____, 20_____.

NOTARY PUBLIC

