

Camden Strong MICRO Business Capital Improvement

About The Program

"The Camden Strong MICRO Business Capital Improvement program aims to provide financial support for small businesses in Camden to help them improve their facilities and operations. "This program seeks to enhance business expansion, economic growth, and overall quality of companies within the Camden area.

As a business owner, participating in this program can provide you with resources and assistance to improve your establishment's interior and operational growth. Remember to carefully read and follow all instructions provided in the application and any accompanying guidelines or materials. Good luck with your application, and we hope "The Camden Strong MICRO Business Capital Improvement program helps enhance the visual appeal of your business!

This program is an effort to improve the economic growth in areas throughout the City of Camden through capital improvements to businesses registered with the UEZ. This program offers assistance of up to \$25,000.00 for interior renovations and or capital improvements to a commercial building within the boundaries of the City UEZ zone.

This is a reimbursable fund program with a minimum of \$5,000.00 up to a maximum of \$25,000.00. All items must be approved before work begins.

What the Process Looks Like

First Step – Open Enrollment

The open enrollment period for this application will be available for four weeks, beginning 04/01/2025 and ending 04/29/2025. The application can be completed online or by paper obtained by visiting 520 Market Street Camden, NJ 08103 Rm 222 or by printing the application online in the "Apply Now" section. Applicants must return the completed application in a sealed envelope to 520 Market Street, Camden, NJ 08103 Rm 222. No applications will be accepted after the deadline date has passed. Once open enrollment ends, the application will be processed and scored based on a point system. Only one application per building street address is eligible. However, buildings with multiple independent addresses are permitted to submit multiple applications. Only one application will be accepted for buildings with multi-unit under the same address.

Eligible Items

- Equipment
- Machinery
- Fit-out interior
- Inventory
- Computer Upgrades
- Capital Improvements (supplies)

Second Step – Review of Application & Acceptance

All applications received before the 04/29/2025 deadline will be scored by a panel of staff for completeness and accuracy due to limited funds. A first review of the application will determine eligibility by checking to see if all documents are received. After the initial eligibility screening, 100 points will be awarded to each application.

After all applications have been scored, the top-scoring applications will be selected to receive services.

Third Step – Pre-award Meetings

Selected applicants will be asked to schedule a Pre-Award meeting with UEZ staff where the Capital improvement request in the application and the scope of work are reviewed. The content of the work is shared with the property and business owner to get their sign-off. Once approved, the business owner will bid the project to prequalified contractors. Three quotes for capital improvements are required. Reimbursements will be approved once all work is completed and inspected.

Final Step – Closeout

After completion of work, UEZ will conduct a final inspection of the property to ensure the job has been completed according to the approved application. The property/business owner, acknowledging completion of work, will sign the final paperwork. A final report will be made to ensure proper payments and file closeout. The mortgage will be recorded at this time, and the applicant will receive a copy.

How To Participate

Businesses that are interested in participating in the program must be UEZ members. If a business is not a member, they can visit “How to Become A UEZ Member” and follow the step-by-step process. Once a business is registered with the UEZ, they can apply for the facade program online or through paper application by going to “[APPLY NOW](#)” for the full instructions on completing and submitting an application. The application period will be open for four weeks, beginning 04/01/2025 and ending 04/29/2025. The completed application must be presented before the deadline.

Interior request

Sections	Capital Improvement				Count
	Sheetrock	Lighting	Machinery	Other	
	Plaster	Equipment	Inventory		
	Cement	Fixture	Technology		

Three estimates are required. Before approval can be made

Purchase must be paid in full; equipment must be in place before reimbursement can be made

Businesses must remain in the UEZ boundaries for five years.



UEZ

The Camden Strong UEZ Micro Capital Improvement Program

Open Enrollment Application

Submissions Due: TBD

Prepared by: Camden Strong UEZ
520 Market Street
Camden NJ 08103

Introduction.....	6
Open Enrollment Details.....	6
Placing of a mortgage.....	6
Eligibility Requirements.....	7
Eligible/Non-Eligible Table	7
Capital Improvement Program progression.....	8
First Step – Open Enrollment	8
Second Step – Review of Application and Acceptance.....	8
Third Step – Pre-award meetings.....	8
Fourth Step – Improvement.....	8
Fifth Step – closeout.....	8
Camden Strong Façade Program Application for Open Enrollment.....	9
Applicant Required Proofs/Documents Checklist.....	9, 10, 11
Helpful Tips.....	12
How to Sign up for UEZ	12
Mortgage.....	14, 15
Scoring Rubric System.....	16
Scope of Standards	17

Introduction: The City of Camden's Urban Enterprise Zone will implement The Camden Strong Capital Improvement Program. This program is an effort to improve the economic growth in areas throughout the City of Camden UEZ district through capital improvements to businesses registered with the UEZ. This program pays for interior, equipment, technology, machinery, permits, and interior permits. This program offers assistance of up to \$25,000.00 for interior improvements to a commercial building within the boundaries of the City UEZ zone.

It cannot be combined with the UEZ MACRO improvement program.

This is a reimbursable, forgivable fund program. The participant must provide a minimum of \$5,000.00 up to a maximum of \$25,000.00. The UEZ city program will then reimburse the amount the participant provided.

Note: Matching funds can only be used for commercial sections. No residential portions of your building can be serviced with Camden Strong Capital Improvement funds.

This program, funded through the Urban Enterprise Zone (UEZ), focuses on incentivizing businesses to create new job opportunities for Camden residents. Providing firms with assistance with capital improvement to attract more customers can potentially lead to natural growth and expansion.

Limited funds exist, so an open enrollment period has been created to allow businesses to submit their paperwork on time.

Open Enrollment Details: The open enrollment period for this application will be available for a total of 4 weeks, beginning 04/01/2025 and ending 04/29/2025. Paper applications can be obtained by visiting Camden UEZ 520 Market Street Camden NJ 08103 Rm 222 or by printing the application online at <https://www.ci.camden.nj.us/uez/.com>. Applicants must return the completed application in a sealed envelope to the UEZ office. No applications will be accepted after the deadline date has passed. Once open enrollment ends, the application will be processed and scored based on a point system (found in the application). Applicants who provide all the required documentation and score high will be chosen to move on to participate in the façade program. Only one application per building street address is eligible. Only one application will be accepted for buildings with multi-units under the same address.

Placing of a Mortgage: All properties receiving Camden Strong Capital Improvement funding must have a conditional prorated mortgage placed against collateral for five years after improvement is completed for City UEZ funds received. If the collateral is sold before five years, then the property owner(s) must reimburse the city of Camden for the mortgage amount from the proceeds of the sales transaction. If, at the end of the 5-year term, the property owner(s) or any approved transferee of the property/collateral still holds title, 100% of the entire loan balance shall be forgiven and discharged. Please see Appendix B for mortgage details. *Disclaimer: The mortgage is placed on the business and or property. If the

business closes or has a lease of less than the 5-year mortgage term and moves on, the mortgage remains on the property.

***Disclaimer: The mortgage is placed on the property or business. If the company closes or has a lease less than the 5-year mortgage term and moves on, the mortgage remains on the property and or business.**

Any questions or concerns can be directed to Joe Thomas by emailing: jothomas@ci.camden.nj.us or contact: (856) 968-3531

Eligibility Requirements: Applicants must meet a set of requirements to be eligible to participate in the program. Requirements listed below

Initial Requirements:

- Must be a UEZ member. If you are not a member, please call (856)968-3531.
- Must have proof of funds of \$5,000.00 to be considered.
- Must have a business license registered with the City of Camden.
- Must be current with property taxes and have no liens with the City.
- Must be current on payment on loans received from the city under other programs.
- Must have no outstanding code violations. CO must be current
- Must be commercial property.
- Must meet all state and local building, accessibility, and zoning codes.

Eligible & Non-Eligible Improvements: Applicants can request the type of work they would like to complete on the capital improvement program during the open enrollment application. Initial inspections will take place, and based on the completed application request, the scope of work will be developed. A separate pre-award meeting will take place to finalize the scope of work planned with the property/business owner and collect the necessary documents and funds. The UEZ will also review and approve the proposed scope of work. The scope of work can only fall under one of the listed categories by the city to be eligible.

Sections	Capital Improvement Interior				Count
	Eligible Improvements				
	Sheetrock	Lighting	Machinery	Other	
	Plaster	Equipment	Inventory	Painting	
	Fixture	Technology	interior construction		
	Furniture				

***Disclaimer: Property owners approving work for leased business in property should keep in mind the types of repairs being completed and the longevity of the repairs for current and future leased businesses**

Program Process First Step – Open Enrollment

The open enrollment period for this application will be available for four weeks, beginning 04/01/2025 and ending 04/29/2025. Paper applications can be obtained by visiting the UEZ office at 520 Market Street, Camden, NJ 08103 Rm 222, or print the application online from our website by visiting <https://www.ci.camden.nj.us/uez/>. Applicants must return the completed application in a sealed envelope to the UEZ office. No applications will be accepted after the deadline date has passed. Once open enrollment ends, the application will be processed and scored based on a point system (found in the packet). Applicants who provide all the required documentation and score high will be chosen to move on to participate in the façade program. Only one application per building street address is eligible. However, buildings with multiple independent addresses are permitted to submit multiple applications. Only one application will be accepted for buildings with multi-unit under the same address.

Second Step Review of Application and Acceptance

All applications received before the 04/29/2025 deadline will be scored by a panel of staff for completeness and accuracy due to limited funds. A first review of the application will determine eligibility by checking to see if all documents are received. After the initial eligibility screening, 100 points will be awarded to each application. Please see Appendix C's "Scoring Rubric System" section for more details. After all applications have been scored, the top-scoring applications will be selected to receive services.

Third Step Pre-Award meetings

Selected applicants will be asked to schedule a pre-award meeting with UEZ staff where the building in the application is inspected and the scope of work is devised. The scope of work is shared with the property and business owner to get their sign-off. Once approved, UEZ will send an order to proceed letter. After order to move, the applicant can make a purchase or complete an improvement.

Fourth Step Improvement

UEZ will monitor the progression of the work through site visits, progress reports, and photos. Once work is completed, final inspections and contractor updates of completion will occur to UEZ and the property/business owner. UEZ will make payment to the applicant with approved documentation.

Fifth Step Closeout

After completion of work, UEZ will conduct a final inspection of the property to ensure the work has been completed according to the approved application. The property/business owner, acknowledging job completion, will sign the final paperwork. A final report will be made to ensure proper payments and file closeout. The mortgage will be recorded at this time, and the applicant will receive a copy.

Application for Open Enrollment:

Applicants must complete Parts A, B, and C in its entirety and supply all the required documents.

All applications must be submitted physically by 04/01/2025, by noon, as a physical sealed proposal. The proposals must be delivered to 520. Market Street Camden NJ 08103 Rm222 Applications online must be completed and submitted by 04/29/2025 by noon. Any applications received after the deadline will not be considered. The applicant is responsible for the actual delivery/submission of the application before the open enrollment period deadline.

All questions or requests for additional information shall be directed to Joe Thomas UEZ by emailing jothomas@ci.camden.nj.us or calling (856) 968-3531.

One original and one copy of your application and supporting documents must be submitted in a sealed envelope. UEZ does not discriminate based on disability in the admission or access to services or activities.

APPLICANT REQUIRED PROOFS/DOCUMENTS CHECKLIST (REVIEW & FILL OUT)

Instructions: Review both documents and proofs checklist to ensure completeness before applying. Missing documents and proofs will result in the applicants being marked incomplete and not being considered.

REQUIRED PARTS CHECKLIST (PT.1)

Yes No

1 Part A: Business Owner Information: Refer to page 11.

2 Part B: Property Owner Information: Refer to page 12.

3 Part C: Property Information: Complete both sections with the current photo.

☐ Sec 1. Building Layout

☐ Sec 2. Interior Material

☐ Current Photo

4 Part D: Eligibility Questionnaire: Complete both sections.

☐ Sec 1. Questionnaire

☐ Sec 2. Employee(s) Residency 5

5 Part E: Requested Scope of Work: Mark applicable scopes.

☐ Interior Improvements

☐ Capital Improvements

☐ Machinery

☐ Technology Upgrades

☐ Equipment

☐ Others

☐ Security

☐ Inventory

☐ Lighting

☐ Fixtures

REQUIRED DOCUMENTS CHECKLIST (PT.2)

Yes No

1. UEZ Membership: 1 proof of membership.☐ Reporting ☐ Certificate ☐ Others**2. Tax Clearance: proof of taxes paid up to date.**☐ Tax Clearance Certificate**3. Utility Clearance: proof of utilities paid up to date for each: Sewer, Water, Utilities.**☐ Sewer Bill ☐ Water Bill ☐ Utilities Bill**4. Business License: proof of license registered with the City of Camden.**☐ Business License ☐ Certificate of Occupancy**5. Photo ID of Business/ Property Owner(s):**Proof of photo ID. ☐ Driver License/State ID ☐ Passport ☐ Others**6. Target Locations: 2 proofs of address.**☐ Property Deeds ☐ Driver License/State ID ☐ Affidavit of Domicile☐ Mortgage Statements☐ Mail within 90 days ☐ others**7. Same Property/Business Owner: proof for property & business.**☐ Property Deeds ☐ Business Tax Documents ☐ Schedule K-1 File ☐ Mortgage Statements☐ EIN Confirmation Letter ☐ Others ☐ Business Certificate/Registration**8. Proof of Funds:**☐ Bank Statements ☐ Security Statement Letter ☐ Others ☐ Letter of Custody/Commitment**9. Camden Residency: 1 proof for each applicable section.**Business Owner ☐ Property Deeds ☐ Mail within 90 days ☐ W-2 Taxes ☐ Mortgage Statements ☐Business Tax Documents ☐ Paystubs ☐ Business Registration ☐ County Tax Documents ☐ Lease ☐DL/State ID (current) ☐ Affidavit of Domicile ☐ others**10. Property Owner**☐ Property Deeds ☐ Mail within 90 days ☐ W-2 Taxes ☐ Mortgage Statements ☐ Business Tax Documents ☐ Paystubs ☐ Business Registration ☐ County Tax Documents ☐ Lease ☐ DL/State ID (current) ☐ Affidavit of Domicile ☐ others**Employee(s)**☐ Property Deeds ☐ Mail within 90 days ☐ W-2 Taxes ☐ Mortgage Statements ☐ Business Tax Documents ☐ Paystubs ☐ Business Registration ☐ County Tax Documents ☐ Lease ☐ DL/State ID

(current) ☐ Affidavit of Domicile ☐ Employee Contract ☐ UEZ Employment Report ☐ Employment Letter ☐ Others

Before Photos of Property

☐ Photos

Helpful Tips:

Tax Clearance Certificate: After creating a Premier Business Services (PBS) account and enrolling to be a UEZ member, if the applicant was not already, all applicants must complete the tax clearance certificate on the same PBS portal. There is no fee for requesting a certificate through the portal. If a paper application is mailed, the NJ Division of Treasury will return any paper application received from a business that can qualify and register for an account on the Premier Business Services portal. Applicants can obtain their tax clearance certificate immediately online to print and provide a copy as part of the City Capital Improvement Application.

***Note:** The ONLY applicants required to complete a paper application to obtain their tax clearance certificate would be sole proprietors who use a social security # for their business. The turnaround time for this process can range from 1-2 weeks with a \$75.00 fee and \$200.00 for three day expedited response to the Division of Taxation.

Helpful Links and Contact Information:

Links:

- NJ Business Portal - <http://www.nj.gov/njbusiness/>
- Tax Certificate Instructions - <https://www.njeda.com/wp-content/uploads/2022/11/ObtainingTax-Clearance.pdf>

Contact #:

- NJ Business Portal – (877) 913-6837
- Tax Clearance Help Desk – (609) 332-6835

Any questions or concerns can be directed to businessassistancetc.taxation@treas.nj.go

Utilities Bills: For applicants to be considered for the UEZ Capital Improvement Program, proof of up-to-date utility payments is required. Applicants must provide the most recent statements from their utility company, sewer, and water as proof. Failure to furnish such evidence will result in the application being marked incomplete and not being considered for the next round.

Business License: Applicants to be considered for the UEZ Capital Improvement Program must provide proof of their business license registered with the City of Camden. Applicants are encouraged to complete their business registration with the City of Camden if not already. Applicants who do not include proof of their business licenses registered with the city will be marked as incomplete and not considered.

Tax Returns: Visit <https://www.irs.gov/individuals/get-transcript> if you need a copy of your most recent tax return filing.

Property Ownership: The property records of the Camden County Clerk's Office, from 1978 to the present, are now available online. This online database is updated nightly and can be used to search for documents. For your protection, personal information such as Social Security and Bank Account numbers have been redacted. Please visit <https://www.camdencounty.com/service/countyclerk/online-property>.

– How to Sign up for UEZ

Urban Enterprise Zone Program (UEZ): The UEZ Program fosters an economic climate to help revitalize designated urban communities and stimulate their growth by encouraging businesses to develop, grow, and create private sector jobs through public and private investment. Business incentives are provided to certified zone businesses through employment and investment tax credits, reduced sales tax collections on certain retail sales, and sale tax exemptions on qualified business purchases. Businesses that sign up for the UEZ program can receive funds for the capital improvement program.

Businesses Benefits in Becoming a UEZ Member:

- Reduced Sales Tax – 3.4375%, practical 1/1/2017 Tax-Free Purchases on capital equipment, machinery, facility expansion, and upgrades.
- Financial Assistance from agencies such as NJEDA Rebated unemployment insurance taxes for employees who earn less than \$4,500 per quarter.

To become a UEZ-Certified business:

1. Create/access your NJ Premier Business Services (PBS) account.
2. Add your business to your PBS account.
3. Click the Urban Enterprise Zone link under Select a Service Center in PBS.
4. Complete and submit the UEZ Certification Application.

Useful Links and Contact Information:

Links:

- UEZ Website - <http://www.nj.gov/dca/affiliates/uez/index.shtml>
- NJ Business Portal - <http://www.nj.gov/njbusiness/>
- UEZ Website "Forms & Information" - <http://www.nj.gov/dca/affiliates/uez/publications>

Contact #:

- UEZ Help Desk – (877) 913-6837
- NJ Business Portal – (877) 913-6837
- NJ Division of Revenue – (609)292-9292

Any questions or concerns can be directed to Joe Thomas by emailing Jothomas@ci.camden.nj.us or contacting (856) 968-3531.

UEZ Zones: These are zones marked by the state, highlighting the areas eligible for businesses to benefit from the UEZ program. Please refer to the map below to determine if your business falls in the designated highlighted zones for Camden, NJ.

***Note: Businesses must be UEZ members to participate in the Camden Strong UEZ Micro Capital Improvement Program**
UEZ Zone MAP

Void a

Appendix C – Scoring Rubric System

Scoring Rubric System: Because limited funds exist, each application received will be scored for **completeness and accuracy**. The scoring system is based on a maximum of 100 points awarded to each applicant on completing the applications and documents provided. The higher the applicant score, the more likely they will be selected for the Camden Strong Façade Improvement Program. Review each category carefully to understand the breakdown and obtain maximum points.

*Note: Scoring will be completed by a committee made of neutral parties to ensure fairness. Areas with unique design standards, such as historic districts, will have one impartial representative for each location to ensure proper scoring and fairness. The City of Camden has the final say on accepted applicants

1. Target Locations:

- a. Description – This category focuses on target locations the City of Camden listed as commercial corridors. Applicants in one of the following areas listed below will be given preference for the program; however, businesses in these locations are not guaranteed to be accepted. Applicants from outside of these areas are also encouraged to apply.

The following commercial corridors are listed below in no order of importance:

- | | |
|--------------------|---------------------|
| 1. Haddon Ave | 8. State St |
| 2. Kaighn Ave | 9. Ferry Ave |
| 3. Federal St | 10. Westfield Ave |
| 4. Broadway | 11. Collings Rd |
| 5. Mt. Ephraim Ave | 12. Yorkship Square |
| 6. River Ave | 13. Cooper St |
| 7. Market St | |

- b. Points (10) – This category will be based on a maximum of 10 points with either an Applicant gets 10 points for being on a corridor or zero (0) points for not being on a corridor. Participants will receive points if the business is located within one of the 13 commercial corridors of the City of Camden. Applicants must provide acceptable proof of address to receive points. Firms outside the 13 priority locations or without proof of address will receive 0 points. Proof needs to be supplied by the applicant. Acceptable documents are as follows but not limited to:

1. Property Deeds
2. Mortgage Statements
3. Affidavit of Domicile
4. Driver License/State ID
5. Mail within 90 days

*Note: Applicants must provide at least two proofs of address to receive points. Map found on next page for review

Scope of Standards

Eligible & Non-Eligible Improvements: Applicants can request the type of work they would like to complete on the capital improvement program during the open enrollment application. Initial inspections will take place, and based on the completed application request, the scope of work will be developed. A separate pre-award meeting will take place to finalize the scope of work planned with the property/business owner and collect the necessary documents and funds. The UEZ will also review and approve the proposed scope of work. The scope of work can only fall under one of the listed categories by the city to be eligible.

Sections	Capital Improvement Interior				Points
	Eligible Improvements				
	Sheetrock	Lighting	Machinery	Other	
	Plaster	Equipment	Inventory	Painting	

Cement	Fixture	Technology	interior construction	
Furniture				
Category Total			30 Points	

***Disclaimer: Property owners approving work for leased business in property should keep in mind the types of repairs being completed and the longevity of the repairs for current and future leased businesses**

3. Same Property/ Business Owner:

a. **Description** – This category prioritizes, and scores points for owners who own the business and the property where the business operates. The same person, such as an individual, LLC, corporation, or other recognized legal “person,” can own the business and property.

b. **Points (10)** – This category will be 10 points for being the same property/business owner or zero (0) points for not being the same property/business owner. Applicants must provide documentation showing they are both the owner of the business and the property where the company is located. A clear list of principles must be supplied to highlight ownership under a legal entity like an LLC, INC, or similar structure. If no acceptable proof is provided, applicants will receive 0 points.

Acceptable documents are as follows but not limited to:

- | | |
|--------------------------------------|----------------------------|
| 1. Property Deeds | 4. Business Tax Documents |
| 2. Mortgage Statements | 5. EIN Confirmation Letter |
| 3. Business Certificate/Registration | 6. Schedule K-1 File |

*Note: Applicants must provide a minimum of 1 proof of ownership for each business and property to receive points

4. Proof of Funds:

a. **Description** – This category scores the applicants’ ability to provide documentation to Demonstrate proof of upfront funds to participate in the program. Applicants must Based on city criteria, have the minimum upfront funds of \$5,000.00 for the program.

b. **Points (20)** – This category will be based on 20 points for having proof of funds and zero (1) Points for not having any proof of funds. Applicants are required to provide acceptable Proof of funds showing they have the minimum \$5,000.00 upfront funds for the program. If no acceptable proof is provided, applicants will receive 0 points.

Acceptable Proofs of Funds are as follows with descriptions:

- Bank Statements** – An official document that summarizes your account activity Over a certain period—typically one month and provided by a financial institution
- Letter of Custody/Commitment** – A 3rd party holding funds on behalf of the applicant to cover the matching funds.
- Security Statement Letter** – A document that demonstrates the ability of an Individual to pay for a transaction through various funds.

***Note: Applicants who provide a more significant amount of funds, not exceeding \$25,000, will be given preference.**

5. Camden Residency:

- a. **Description** – This category focuses on prioritizing assisting Camden businesses that either have an owner that lives in Camden, a business owner that lives in Camden employs Camden residents or all three. There are three different sections in This category focuses on residency in the City of Camden.

The three sections are listed below with descriptions:

1. **Business Owner Residency** – The owner of the mentioned business in the application resides in the City of Camden.
 2. **Property Owner Residency** – The owner of the property where the mentioned business in the application operates from must reside in the City of Camden.
 3. **Employee(s) Residency** – Employee(s) working for the mentioned business in the application must reside in the City of Camden.
- b. **Points (30)** – This category will be based on a maximum of 30 points with a range Impacting only section 3, “Employee(s) Residency.” Points for each section are below, with applicable ranges and descriptions.
1. **Business Owner Residency:** If the business owner of the mentioned business in the application resides in the City of Camden, acceptable proofs must be provided, and the applicant will receive 10 points. Applicants will receive 0 points for this section if no acceptable proofs are provided. A business owner will only receive 10 points for being a Camden resident or zero (0) points for not being a Camden resident
 - Minimum points: 0
 - Maximum points: 10
 2. **Property Owner Residency:** If the property owner of the mentioned business in the application resides in the City of Camden, acceptable proofs must be provided, and the applicant will receive 10 points. Applicants will receive 0 points for this section if no acceptable proofs are provided—no applicable range. A property owner will only receive 10 points for being a Camden resident or zero (0) points for not being a Camden resident.
 - Minimum points: 0
 - Maximum points: 10
 3. **Employee(s) Residency:** If employee(s) working for the mentioned business in the application resides in the City of Camden; acceptable proof must be provided. Applicants will receive 0 points for this section if no acceptable proof is provided. The applicable range will be based on the percentage of Camden resident employee(s) that comprise the business's total workforce. The scoring team will round up if there are decimal places in the percentage of Camden residents employed by the business. Sole proprietorships will receive the full 10 points based on required proofs.

Point ranges are as follows:

- 75% are Camden residents: 10 points (maximum)
- 50% are Camden residents: 5 points
- 25% are Camden residents: 3 points
- 0%: 0 points (minimum)
- 1 point will be granted for having at least 1 Camden resident employed in the mentioned business in the application.
- Sole proprietors will receive a total of 10 points. Schedule C tax is required as proof

Acceptable documents are as follows for business/property owner and employee(s) residency but are not limited to:

- | | |
|--------------------------------------|----------------------------------|
| 1. Property Deeds | 9. W-2 Tax Documents |
| 2. Mortgage Statements | 10. Paystubs |
| 3. Lease Agreement | 11. Employee Contract |
| 4. Business Certificate/Registration | 12. Employee Verification Letter |
| 5. Driver License/State ID (current) | 13. Business Tax Documents |
| 6. Mail within 90 days | 14. UEZ Employment Report |
| 7. Affidavit of Domicile | 15. County Tax Documents |
| 8. Schedule-C Taxes | |

*Notes: Applicants must provide at least two proofs for the business/property owner and one proof for the business employee(s) to receive points.

Tiebreaker:

- a. The project team will attempt to award three businesses from each
- b. Of the four wards of the City of Camden, candidates will be accepted into the program based on who scored higher in the total point evaluation. Suppose more than three businesses are tied in points for the same ward. In that case, a tiebreaker process will be initiated to determine which three applicants will participate in the Camden Strong Capital Improvement program.
- c. Audit – The tiebreaker process will be determined through an audit-based process of information and documentation provided by applicants. The audit will cover two topics to decide which applicants will move on to participate in the Camden Strong Capital Improvement program. Below, find the two covered topics for the auditing process along with descriptions:
 1. City Aligned Designs – An audit of applicants' design requests will be reviewed to determine their alignment with the city's set design standards. Applicants who closely match the city's design standard will be highly considered.
 2. Employee(s) Residency – Audit of applicants' proof of employee(s) residency in the City of Camden will be reviewed. Additional documentation may be asked of applicants to determine employee(s) residency better. Applicants with a higher percentage of the employee base made of residents of the City of Camden will be highly considered.

Applicants who underwent the audit process due to a tiebreaker will be notified of their results directly in a written response. The written response will provide the full conclusion of the results with details on why the denial or acceptance of the applicant was made.

*Notes: All applicants are subject to audits of all information and documentation provided in the application to ensure fair and honest processing. Refusal to provide additional requested documentation will result in automatic disqualification. There is no appeal process, and review of the next applicant will automatically begin

Points	Topics	Requirements	Score
10	Target Locations	<p>Mark below the minimum two provided proofs of address.</p> <p><input type="checkbox"/> Property Deeds <input type="checkbox"/> Driver License/State ID</p> <p><input type="checkbox"/> Mortgage Statements <input type="checkbox"/> Mail within 90 days</p> <p><input type="checkbox"/> Affidavit of Domicile <input type="checkbox"/> Others</p> <p>If others are marked, list out proofs/documentation provided.</p> <p>1. _____</p> <p>2. _____</p> <p>Mark below the priority location where the business operates.</p> <p><input type="checkbox"/> Haddon Ave <input type="checkbox"/> Mt. Ephraim Ave <input type="checkbox"/> Cooper St <input type="checkbox"/> Ferry Ave</p> <p><input type="checkbox"/> Kaighn Ave <input type="checkbox"/> River Ave <input type="checkbox"/> Collings Rd <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Federal St <input type="checkbox"/> State St <input type="checkbox"/> Westfield Ave <input type="checkbox"/> Broadway</p> <p><input type="checkbox"/> Market St <input type="checkbox"/> Yorkship Square</p>	

Points	Topics	Requirements	Score
30	Design	<p>Mark below the requested scope of work mentioned in this application.</p> <p><input type="checkbox"/> Windows <input type="checkbox"/> Awnings/Overhangs <input type="checkbox"/> Storefronts</p> <p><input type="checkbox"/> Security <input type="checkbox"/> Entranceways/ADA <input type="checkbox"/> Signs</p> <p><input type="checkbox"/> Building Caps/Cornices <input type="checkbox"/> Lighting</p>	

Points	Topics	Requirements	Score
10	The same Property each / Business Owner	<p>Mark below the minimum one provided proof of ownership for the business and property</p> <p><input type="checkbox"/> Property Deeds <input type="checkbox"/> Business Tax Documents</p> <p><input type="checkbox"/> Mortgage Statements <input type="checkbox"/> EIN Confirmation Letter</p> <p><input type="checkbox"/> Business Certificate/Registration <input type="checkbox"/> Schedule K-1 File <input type="checkbox"/> Others</p> <p>If others are marked, list out proofs/documentation provided.</p> <p>1. _____</p> <p>2. _____</p>	

Points	Topics	Requirements	Score
20	Prof of funds	<p>Mark below-provided proof of funds.</p> <p><input type="checkbox"/> Bank Statements <input type="checkbox"/> Others</p> <p><input type="checkbox"/> Letter of Custody/Commitment</p> <p><input type="checkbox"/> Security Statement Letter</p> <p>If others are marked, list out proofs/documentation provided.</p>	

1. _____
 2. _____

Points	Topics	Requirements	Score
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30 Camden Residency **Mark below the minimum two provided proofs of business/property owner and 1 proof for employee(s) residency.**

10 pts: Business Owner

- ☐ Property Deeds ☐ Mail within 90 days ☐ W-2 Taxes
☐ Mortgage Statements ☐ Business Tax Documents
☐ Paystubs ☐ Business Registration ☐ County Tax Documents
☐ Lease ☐ DL/State ID (current) ☐ Affidavit of Domicile ☐ other

If others are marked, list out proofs/documentation provided

1. _____
 2. _____

Points	Topics	Requirements	Score
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10 pts: Property Owner

- ☐ Property Deeds ☐ Mail within 90 days ☐ W-2 Taxes
☐ Mortgage Statements ☐ Business Tax Documents ☐ Paystubs
☐ Business Registration ☐ County Tax Documents ☐ Lease
☐ DL/State ID (current) ☐ Affidavit of Domicile ☐ others

If others are marked, list out proofs/documentation provided.

1. _____
 2. _____

Points	Topics	Requirements	Score
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10 pts: Employee's

10 pts 75%

5 pts 50%

3 pts 25%

0pts: 0%

1pt 1Resident

- ☐ Property Deeds ☐ Mail within 90 days ☐ W-2 Taxes
☐ Mortgage Statements ☐ Business Tax Documents ☐ Paystub
☐ Business Registration ☐ County Tax Documents ☐ Lease
☐ DL/State ID (current) ☐ Affidavit of Domicile ☐ Employee Contract
☐ UEZ Employment Report ☐ Employment Letter ☐ Others

If others are marked, list out proofs/documentation provided.

Points	Topics	Requirements	Score
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If claiming sole proprietorship, schedule-c taxes are required as proof.

- ☐ Schedule-C

Total Points: 100