

# New Jersey Small and Micro Business PPE Access Program

Supporting the Health and Vitality  
of Thousands of Small Businesses  
and Non-Profits Across the State

NJEDA



# AN INNOVATIVE PUBLIC-PRIVATE PARTNERSHIP TO PROVIDE RELIABLE AND AFFORDABLE PPE FOR NEW JERSEY SMALL BUSINESSES AND NON-PROFITS

## CORE PROGRAM



## ACCESS

Partnering with “Designated Vendors” to offer 10% PPE discounts for all businesses

Building a small business decision making support tool

## GRANTS : PHASE 1



## LOCAL SOURCING

Helping the “Designated Vendors” to buy from NJ

\$3.5M in subsidies

## GRANTS : PHASE 2



## DIRECT SUBSIDIES

Providing \$20.4 M in purchase credits for small businesses

65% off up to \$800 or \$1000

# Core Program - Visit: [covid19.nj.gov/ppeaccess](https://covid19.nj.gov/ppeaccess)

The screenshot shows the official website for the New Jersey COVID-19 Information Hub. At the top, it says "OFFICIAL SITE OF THE STATE OF NEW JERSEY" and "En Español Return to nj.gov". Below this is the "NEW JERSEY COVID-19 Information Hub" logo. On the right, there are contact numbers: "Call (General COVID-19 Questions): 2-1-1 (24/7)", "Call (Medical COVID-19 Questions): 1-800-962-1233 (24/7)", and "Text NJCOVID to 898-211 to receive alerts".

The main heading is "Receive up to 70% discount on PPE products from trusted retailers". Below this, it explains the program: "Through the New Jersey Personal Protective Equipment (PPE) Access Program, all NJ-based businesses and non-profits are eligible for a 10% discount on PPE purchases made through an approved online retailer." It also mentions that "Small businesses with 100 employees or fewer may be eligible for an additional 65% discount." There are two buttons: "Apply: determine your discount in minutes" and "Find a retailer".

Below the buttons, there are links to "Estimate your PPE needs", "NJ-based PPE manufacturer or wholesaler?", and "Established retailer or wholesaler that sells PPE?".

The section "Approved online retailers" lists three retailers: Office DEPOT, BOXED, and Staples. Each retailer has a "Register for 10% discount" button. Office DEPOT and Staples also have an "Apply for 10% + additional 65% discount" button for businesses with under 100 employees.

- Serve all NJ organizations, including commercial and not-for-profit entities
- Any sized organization can benefit
- Pre-screened “Designated Vendors”
  - Strict online performance requirements
- Curated list of high-quality PPE in a manageable array of choices
- Minimum 10% discount on all PPE
- More vendors under review

# All companies can buy products with 10% discount from designated vendors

1

Register on the Boxed portal below & sign in with your credentials.

2

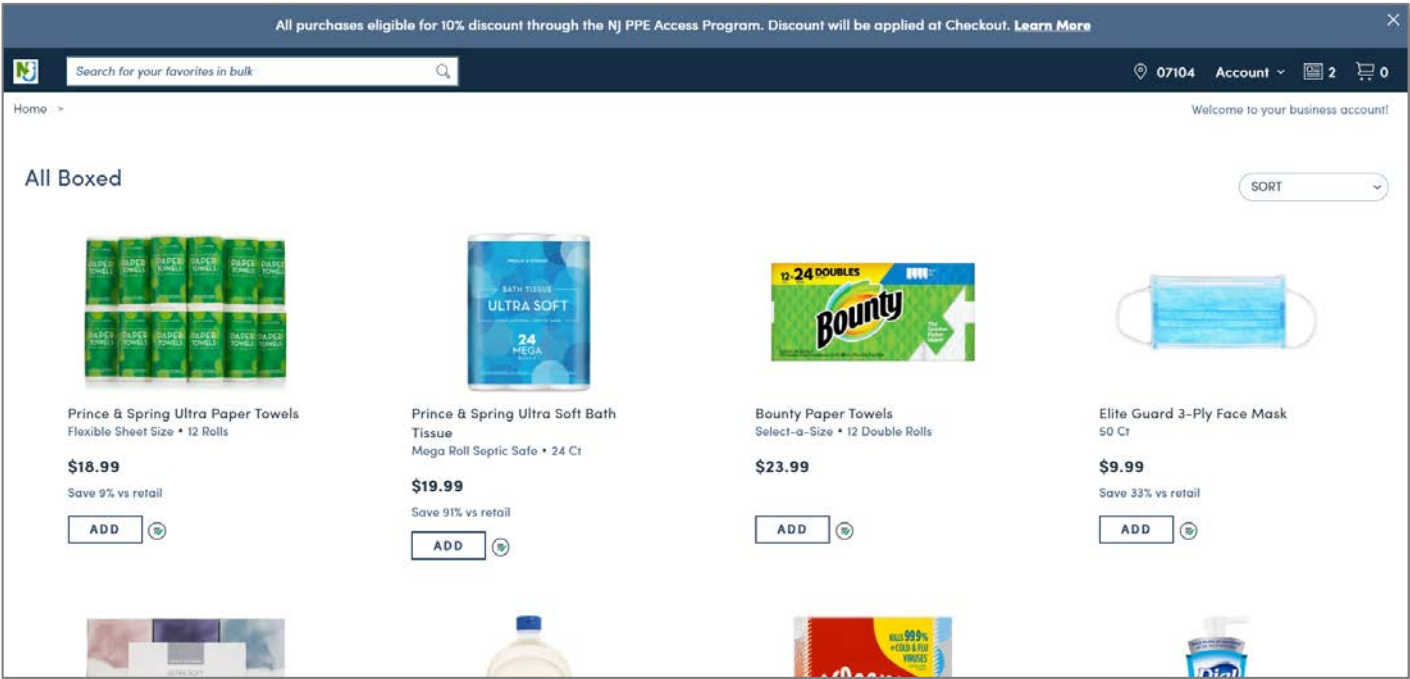
View all PPE items, and add to your shopping cart.

3

10% discount will appear in your shopping cart upon purchase.

Get Started

Visit: [covid19.nj.gov/ppeaccess](https://covid19.nj.gov/ppeaccess)



# Core Program - PPE Planning Tool

Visit: [covid19.nj.gov/ppeaccess](https://covid19.nj.gov/ppeaccess)

Estimate your business's PPE needs with an interactive PPE Planning and Guidance Tool

[Get started now](#)

### NJ PPE Access Program

The New Jersey Personal Protective Equipment (PPE) Access Program is an innovative public-private partnership that helps businesses and non-profits protect the health and safety of their employees and customers. Through the program, all NJ-based businesses and non-profits are eligible for 10% discounts on PPE purchases made through approved online retailer. [Just click on the links above to get started.](#)

## Understand your business' PPE needs

### Estimate your PPE Needs

*The information provided here has been compiled from public websites for the Center for Disease Control, Occupational Safety and Health Administration, and American College of Occupational and Environmental Medicine. This information is subject to change. You must use the source links at the bottom of the page for their most current information, updates, and details. And you should consider engaging with your Local Department of Health for relevant local guidance.*

#### PPE Planning Tool


This calculator function can be used to create a shopping list based on parameters you select, such as the number of disposable gloves you would like to purchase per employee per week.

[Estimate your PPE needs](#)


Note: Please note that this planning tool provides generale guidance only. You are solely responsible for evaluating your business's unique PPE needs.

### Read PPE guidance for small businesses


Understand how different types of PPE and safeguarding equipment should be used by non-medical businesses and what to look for before making a purchase.



Face Coverings and Masks



Disposable Gloves



Face Shields and Goggles



# Core Program - PPE Planning Tool

Visit: [covid19.nj.gov/ppeaccess](https://covid19.nj.gov/ppeaccess)

## PPE Planning Tool

A tool for helping non-medical businesses estimate PPE and safeguarding equipment needs. Complete the below questionnaire to generate **Shopping List** to fit your own business needs.

1

2

3

4

5

6

7

8

9

Begin

Masks

Gloves

Shields

Sanitizer

Disinfectants

Dividers

Signage

Results

### Baseline PPE Need Assumptions

To the best of your ability, enter estimations about your business. The calculator will then incorporate these into a projection for your needs:

5

# of employees

We recommend entering the number of people you employ (even if part-time) instead of the full time equivalent (FTE) number.

20

# of customers per week

8

# of weeks you would like to stockpile for

26 weeks until end of flu season.  
8 weeks until end of year.


5

# of days per week is your business open


Begin!

### Detailed Sources


All guidance compiled from these public sources as of October 2, 2020. Please confirm guidance at the links provided below.




CDC  
CENTERS FOR DISEASE  
CONTROL AND PREVENTION



OSHA  
Occupational Safety  
and Health Administration



AMERICAN COLLEGE OF  
EMERGENCY MEDICINE  
ACOEM  
PHYSICIAN AND ENVIRONMENTAL MEDICINE



NJHealth  
New Jersey Department of Health

1

2

3

4

5

6

7

8

9

Begin

Masks

Gloves

Shields

Sanitizer

Disinfectants

Dividers

Signage

Results

### Disposable Gloves

Projected needs based on your inputs below

400

Nitrile gloves

0

Rubber gloves

320

Polychloroprene gloves

0

Vinyl gloves

Inputs

Guidelines

On a 

Daily

 basis, my business needs, per employee:

1

pairs of nitrile gloves

0

pairs of rubber gloves

0

pairs of polychloroprene gloves

0

pairs of vinyl gloves

per customer:

0

pairs of nitrile gloves

0

pairs of rubber gloves

1

pairs of polychloroprene gloves

0

pairs of vinyl gloves

Gloves may be sold varying counts, so check to determine your appropriate packaging size

< Previous

Next >

What is the difference between types of gloves?

How should disposable gloves be stored?

What should you look for when choosing disposable gloves?

What are the standards for gloves?

### PPE Shopping List

You're all done!

All estimates are subject to your ultimate discretion. Values will automatically update for you to print or email as you plan for the future! You can also share this list with others by sending them the URL.

Print List

Copy Link

[Go back to edit inputs](#)

For the next 8 weeks, your projected PPE needs are:

40

cloth masks

250

disposable surgical masks

0

KN95 and N95 respirators

0

nitrile gloves

0

rubber gloves

0

polychloroprene gloves

0

vinyl gloves

5

face shields

0

goggles

Sanitizer

6

# Phase 1 Grants: Sourcing PPE from NJ manufacturers and small/OZE wholesalers



## Objectives

- Retain as much as possible of the economic benefit of NJ funds being spent on PPE
- Bridge minor gaps in competitive pricing between NJ manufacturers and offshore sources
- Support distributors in underserved communities by providing connections to large retailer procurement teams



## Program Features

- **\$3.5 million grant pool**
- Direct grants to Designated Vendors equal to **20% of the purchase price of PPE** sourced from:
  - **All NJ manufacturers**
  - **Distributors with < 25 employees in 715 opportunity zone eligible census tracts**
- **Grants must be claimed by December 10, 2020** based on NJ Treasury and US Treasury CARES Act requirements

# Phase 2 Grants: Direct PPE subsidies to NJ-based small businesses and organizations



## Objectives

- Provide direct economic relief to small businesses and non-profits
- Ensure that the smallest organizations in underserved communities can afford the PPE they need to operate safely



## Program Features

- **\$20.4 million of direct grants** to small businesses through Designated Vendors
- **Additional 65% discounts** on PPE purchases for NJ-based businesses under 100 FTE
  - Up to **\$800 per company**
  - Up to **\$1000 per company** if located in one of 715 opportunity zone eligible census tracts
- Must be used through Program's Designated Vendors
- **Real-time online registration and eligibility assessment**
- Grant funds **automatically applied at checkout**
- Discounts expire on December 10, 2020

**Apply  
now:  
[covid19.nj.gov/ppeaccess](https://covid19.nj.gov/ppeaccess)**



## Phase 2 Application – Where is the application?

Visit: [covid19.nj.gov/ppeaccess](https://covid19.nj.gov/ppeaccess)

**NEW JERSEY**  
**COVID-19 Information Hub**

Call (General COVID-19 Questions): [2-1-1](tel:2-1-1) (24/7)  
Call (Medical COVID-19 Questions): [1-800-962-1253](tel:1-800-962-1253) (24/7)  
Text NJCOVID to [898-211](tel:898-211) to receive alerts

### Receive up to 70% discount on PPE products from trusted retailers

Through the New Jersey Personal Protective Equipment (PPE) Access Program, all NJ-based businesses and non-profits are eligible for a 10% discount on PPE purchases made through an approved online retailer.

Small businesses with 100 employees or fewer may be eligible for an additional 65% discount.

[Apply: determine your discount in minutes](#) [Find a retailer](#)

[Estimate your PPE needs](#)  
[NJ-based PPE manufacturer or wholesaler?](#)  
[Established retailer or wholesaler that sells PPE?](#)

**Apply**

For all NJ-based businesses:

[Register for 10% discount](#)

For NJ-based businesses with under 100 employees:

[Apply for 10% + additional 65% discount](#)

**BOXED**

For all NJ-based businesses:

[Register for 10% discount](#)

**Staples**

For all NJ-based businesses:

[Register for 10% discount](#)

For NJ-based businesses with under 100 employees:

[Apply for 10% + additional 65% discount](#)

[View a PDF Version of the 65% discount application here.](#)

# Phase 2 Application – Page 1: Basic Eligibility Check

NJEDA Application Center

[Home](#) > [NJ PPE Access Program Eligibility Verification](#)

## NJ PPE Access Program Eligibility Verification

Welcome!

This eligibility assessment is for the NJ Small and Micro Business PPE Access Program.

Funding is subject to Program funds being available. Eligibility will be reviewed on a first come, first submitted basis.

The eligibility assessment should be completed by an Authorized Signer (owner, CEO, or similar executive-level officer) of your organization.

Please note: If you exit this eligibility assessment form, no information will be saved. Please complete the eligibility assessment in one session so you do not lose any information.

Please note: If deemed eligible for a 25% discount, you will be allowed to select a single Designated Vendor through which to receive that discount. It is recommended that you review Designated Vendor product selections and prices prior to completing this assessment by reviewing their 10% discount sites found here: <https://covid19.nj.gov/ppeaccess/>.

### Basic Eligibility Check

Please check these three boxes to confirm you are eligible to proceed with this assessment

**You have 100 or fewer Full-Time Equivalent employees and/or you are self-employed through and a registered business. \***

**You are in good standing with the New Jersey Department of Labor & Workforce Development (DOL). \***

**You are currently registered as a business with the New Jersey Department of Treasury, Division of Taxation. \***

Next

Welcome page with introductory text on the program

Answer three basic “Yes/No” eligibility questions to confirm if your business might be eligible for an additional 65% discount

# Phase 2 Application – Page 2: Basic Eligibility Check (1/2)

## NJ PPE Access Program Eligibility Verification

### Your Contact Information

First Name \*

Last Name \*

Are you the owner of the business? (NOTE: For the NJ PPE Access Programs the term "business" also includes non-profit entities and other organizational structures). \*

Are you an authorized signer for the business entity? \*

Registered Business Name (full name of your registered legal entity) \*

If you don't know your registered business name, you can look it up by selecting this link:  
<https://www.njportal.com/DOR/BusinessNameSearch/Search/BusinessName>

Doing Business As (DBA) (Does your business operate under a different name?)


Contact Email Address (Your email address is the primary form of contact for the EDA. Please make sure it is correct) \*


Confirm Email \*


Contact Phone Number \*

Business Phone Number \*

Website \*

- 

Type in a application contact name and other basic business information
- 

Applicant must be an authorized signer for the business (e.g., an owner or executive)
- 

If applicable, include both your formal registered business name and your “doing business as” business name

# Phase 2 Application – Page 2: Basic Eligibility Check (2/2)

Registered Business Address (Please provide the address listed on your business registration. You will be asked for your primary business operating address next)

Street Address \*

Street Address 2

NJ Zip Code \*

NJ City \*

State \*

County \*

Primary Operating Address (Please provide the address at which you conduct your primary business operations)

Street Address \*

Street Address 2

NJ Zip Code \*

NJ City \*

State \*

Do you confirm that this is your primary business address? \*

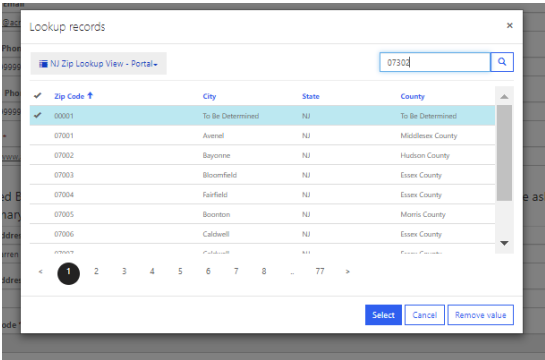
This will be used to determine your Opportunity Zone Eligibility. You will not be able to Appeal on this, so please confirm it is correct.

Previous

Next

Type in your registered business address (i.e., the formal address that is listed for tax registration purposes)

Click magnifying glasses to get a pop-up window to fill in these fields...



Type in your primary operating address (i.e., the address where you conduct business); the application will assess opportunity zone census tract eligibility based upon this address

Confirm your primary operating address for eligibility purposes

# Phase 2 Application – Page 3: Opportunity Zone Eligible Census Tract determination

### OZE Determination

You submitted your Primary Operating Address as:

**Street Address**

185 Warren Street

**Street Address 2**

Unit 2

**NJ Zip Code**

07302

**NJ City**

Jersey City

**State**

NJ

Your opportunity zone eligible census tract address determination result is below. The result is a system calculated value based on the address you provided above. The determination result below cannot be changed.

☒ No ☐ Yes

Yes = your primary operating address is deemed to be in an opportunity zone eligible census tract, and you may qualify for \$500 in PPE discounts.  
No = your primary operating address is deemed to be outside of an opportunity zone eligible census tract, and you may qualify for \$400 in PPE discounts.

If you would like to see a map of New Jersey's opportunity zone eligible census tracts and independently check whether your primary operating address is in one of these census tracts, you can use this third party tool which NJEDA is providing as a courtesy: <https://www.policymap.com/widget?sid=8884&wkey=JZ9D8HIWMSYLM5MIA32CRQFI5LEZIYL2>.

I certify that the above determination regarding my primary operating address and therefore the maximum size of my potential discount is correct and I understand that if I select "Yes," this will be the final determination on the location of my business \*

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← Your primary operating address will be repeated here for your reference

← This is your opportunity zone eligibility determination; you cannot change this field directly; you can however, click "Previous" and fix any errors in your primary operating address (if applicable)

← You must certify whether you accept this determination. Selecting "yes" will allow for automatic processing; selecting "no" will place your application in a manual review queue

## Phase 2 Application – Page 4: Organization Information

Please ensure you provide accurate information, or your application may be delayed or rejected.

### Organization Details

Entity Type \*

Year Established (the year in which your business was incorporated) \*

Is your entity a home-based business? (for reporting purposes only) \*

What is your entity's gross annual revenue based on its most recent business tax filing? (you can estimate this figure if you don't know it exactly) \*

Please use a whole number. This field does not accept dollar signs, decimals, or commas.

### NAICS Code

What is the NAICS Code of your business? \*

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 (if you know it), the type of business you are, or the industry in which your business operates. Please be specific in your search. If you receive multiple NAICS code options, please select the code that most closely matches your business. If your search does not return a result, please try additional terms that describe your business until you return a result.

### Business Type

Is your company recognized as one of the following?

- ☐ Minority-Owned
- ☐ Woman-Owned
- ☐ Veteran Owned
- ☐ Disabled Owned
- ☐ I Do Not Wish to Identify

Previous

Next

Enter your entity type (e.g., C Corp, S Corp, Partnership, LLC, etc.)

Enter additional details to help us understand more about your business

Use the online tool to tell us your organization's industry classification

Fill in all that apply to your business



# Phase 2 Application – Page 5: Detailed Program Eligibility Assessment

Detailed Program Eligibility Assessment

What is your TIN? (normally this is an FEIN [federal employer identification number] or SSN [social security number] if you file a schedule C or E) \*

234567890

Please confirm this TIN is correct. This is what we will use to determine your eligibility. You will not have the ability to Appeal on your TIN input.

Under the provisions of the Federal Privacy Act, 5 U.S.C. 552a, you are not legally required to provide a Social Security number to the Authority in order to submit your application for this Program. The failure to provide a Social Security number to the Authority may not affect any right, benefit, or privilege to which you are entitled by law. The Authority uses the numbers to identify businesses without an EIN number; voluntarily providing this number to the Authority makes it easier for us to more quickly and accurately identify individuals and to keep accurate documentation.

Are you registered/filing taxes under another number, such as a SSN Schedule C or E? \*

I certify that my business is properly and fully registered within the State of New Jersey or is in the process of becoming properly and fully registered within the State of New Jersey. If my business is not properly and fully registered, the NJEDA will seek repayment of any program discounts that I am offered based on this certification. \*

1) To determine please go to [https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLLogin.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLLogin.jsp).  
2) Enter your business' FEIN or SSN and Name: if a Business Registration Certificate is obtained you are properly registered. If not, please follow the instructions on the page.

I certify that my business has 100 or fewer full-time equivalent employees. If my business has greater than 100 full-time equivalent employees, the NJEDA will seek repayment on any program discounts that I am offered based on this certification. \*

If you need help assessing how many full time equivalent employees you have, please click here <https://forms.business.nj.gov/grant-2-size/en/>. If your business has more than 100 FTE the NJEDA will seek repayment of any additional program discounts that you are offered based on this certification.

Number of Full-Time Employees listed on your WR-30 \*

Number of Part-Time Employees listed on your WR-30 \*

Number of 1099 Employees Full-Time \*

Number of 1099 Employees Part-Time \*

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Enter your organizations FEIN or other tax ID number.  
Note: if you enter an EIN that has already submitted an application you will get an error message and instructions on how to reach out to the NJEDA team to address the issue

ADDITIONAL QUESTION BASED ON YOUR EIN:  
Confirm your business is registered to do business in NJ or in the process of registering to do business in NJ

ADDITIONAL QUESTION BASED ON YOUR EIN:  
Confirm the size of your business

ADDITIONAL QUESTION BASED ON YOUR EIN: Provide additional information on the types of employees that you have

## Phase 2 Application – Page 6: Designated Vendor Selection

### Designated Vendor

Please choose the Designated Vendor you would like to apply your potential discount to. \*

Please note: If deemed eligible for a 25% discount, you will be allowed to select a single Designated Vendor through which to receive that discount. To review Designated Vendor product selections and prices, please review their 10% discount sites by clicking here: <https://covid19.nj.gov/ppeaccess/>. NOTE: this link will display in a new pop-up browser window and will not impact your progress on this form.

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Next

Choose which Phase 2 participating Designated Vendor you want to receive a discount from. Currently you can select from Staples or Office Depot.

# Phase 2 Application – Page 7: Certifications

## Certification of Application

The Authority reserves the right to require additional clarifying or explanatory information from the applicant ("Applicant") regarding the answers given. If, at any time prior to board action or approval on this application, or, at any time between the date of such action and the execution of a grant agreement with the Authority, the Applicant should become aware of any facts that materially alter or change such answers, or render any of them incomplete, the Applicant shall have a duty to immediately report such facts to the Authority in writing.

Eligibility of financial assistance by the New Jersey Economic Development Authority (NJEDA) is determined by the information presented in this application. Any changes in the status of the proposed project from the facts presented herein could disqualify the project.

Only Board Members of the governing board of the particular program for which you are applying, by resolution, may take action to determine project eligibility and to authorize the issuance of funds.

I, THE UNDERSIGNED, BEING DULY SWORN UPON MY OATH SAY:

- ☐ I authorize the New Jersey Department of Law and Public Safety to verify any answer(s) contained herein through a search of its records, or records to which it has access, and to release the results of said research to the EDA. \*
- ☐ I certify that the firm has been negatively impacted by the COVID-19 declared state of emergency (e.g. has been temporarily shut down, has been required to reduce hours, has had at least a 20% drop in revenue, has been materially impacted by employees who cannot work due to the outbreak, or has a supply chain that has materially been disrupted and therefore slowed firm-level production). \*
- ☐ I certify that the firm will use the discounts provided under the Program to purchase PPE that is related to the COVID-19 emergency for use by the firm itself before December 31, 2020. \*
- ☐ I certify that the firm is in good standing with the State of New Jersey's Department of Treasury, Division of Taxation (e.g. the firm has filed all mandatory Annual Reports and is current on obligations). Should the firm have a reporting deficiency or an outstanding obligation to the Division of Taxation, the NJEDA or the Division may seek repayment of the grant. \*
- ☐ I authorize the EDA to provide my business contact information, and my Tax Identification Number (TIN) to the Vendor I have chosen in this application for the purpose of sending me a discount and tracking the use of that discount. \*
- ☐ I certify that I understand any discount provided through the New Jersey PPE Access Program will expire on the earlier of 14 days after it is issued or November 30th. \*
- ☐ I acknowledge and understand that Title 18 United States Code Section 1001: (1) makes it a violation of federal law for a person to knowingly and willfully (a) falsify, conceal, or cover up a material fact; (b) make any materially false, fictitious, or fraudulent statement or representation; OR (c) make or use any false writing or document knowing it contains a materially false, fictitious, or fraudulent statement or representation, to any branch of the United States Government; and (2) requires a fine, imprisonment for not more than five (5) years, or both, which may be ruled a felony, for any violation of such Section. \*
- ☐ I authorize that an electronic signature of this Application and any Approval Letter or Grant Agreement shall be a binding on the parties. \*

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Read and certify to the following statements in order to formally apply for the PPE Access Program 65% discounts



# Phase 2 Application – Page 9: Eligibility Determination

### PPE Submission Result

Congratulations!  
The New Jersey Economic Development Authority (NJEDA) has assessed your eligibility for an additional 25% small business discount on qualified PPE purchases. We are pleased to share that your business is eligible for an additional:

25% up to the award amount listed below.

We have notified the Designated Vendor about your eligibility approval. They will be contacting you directly via email with details on how to access your discount within the next few business days.

The general process to access your discount will be:

1. Receive an email from Designated Vendor within the next few business days
2. Register your account with Designated Vendor (note: depending on the vendor this step may be instantaneous or take up to one business day)
3. Access Designated Vendor's New Jersey PPE Access Program portal which will have your specific discount automatically applied at check-out

Please be sure to check your Spam and Junk email for future emails from both NJEDA and the Designated Vendor as sometimes messages from new senders might be automatically directed to those folders.

Thank you.

NJEDA Small and Micro Business PPE Access Program Team

### Confirmation

Status  
Approved

Application Id  
MOLA-0009947

Award Amount  
\$400.00

First Name  
[Redacted]

Last Name  
[Redacted]

Contact Phone Number  
[Redacted]

Confirm Email  
[Redacted]

### Company

Employer Identification Number (EIN)  
[Redacted]

← Your application results (usually this should be an approval or denial in real-time)

← Information on next steps to access your additional 65% discount

← Your application ID number

← Your award amount

← Your application details

## Steps to Access Small Business PPE Subsidies

**Go to: [www.covid19.NJ.gov/ppeaccess](https://www.covid19.NJ.gov/ppeaccess)**



1. Apply at [covid19.NJ.gov](https://www.covid19.NJ.gov) to determine eligibility and amount of applicable subsidy (\$800 or \$1000)
2. Select a Designated Vendor
3. Register with the DV
4. Shop as usual (including goods other than PPE)
5. Check out as usual (with 65% discount on PPE)



**Subsidy “coupons” expire on December 10, 2020**