



ECONOMIC DEVELOPMENT AUTHORITY

NJEDA Grant Application

NJEDA Small Business Emergency Assistance Phase 2 Grant Program

Welcome

This application is for the [NJEDA Small Business Emergency Assistance Phase 2 Grant Program](#).

Funding is subject to Program Funds availability. Applications will be reviewed based on first come, first submitted basis.

Application should be completed by an Authorized Signer (owner, CEO, or similar level of officer) of your business.

Eligibility

You have 25 or fewer Full-Time Equivalent workers and/or are a sole proprietor.

Yes

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

Yes

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

Yes

You are not aware of any reporting deficiencies and are current on all obligations with the Department of Treasury, Division of Taxation.

Yes

Contact Information

Your Name

John Doe

Business Name

Sample, LLC

Doing Business As (DBA)

Phone

Website

(111) 111-1111

Email

sample@sample.com

Email (confirm)

sample@sample.com

Primary Business Address

11 Sample Ln, Trenton, New Jersey 08625

John Doe is an Authorized Signer (owner, CEO, or similar level of officer) of Sample, LLC.

Yes

Your Business

Entity Type

Limited Liability Corporation (LLC)

Year Established

2000

W2 Employees (Full-Time)

5

W2 Employees (Part-Time)

20

1099 Contractors (All)

10

Taxpayer Identification Numbers (TIN)

11-1111111

Is your organization religiously-affiliated?

No

Is your organization recognized as any of the following?

Small Business

Minority Owned

Woman Owned

Veteran Owned

Disabled Owned

Your Industry

Do you know the NAICS code of your business?

No

NAICS Code Finder

Sector

Accommodation and Food Services

Industry

722511

Description

This U.S. industry comprises establishments primarily engaged in providing food services to patrons who

order and are served while seated (i.e., waiter/waitress service) and pay after eating. These establishments may provide this type of food service to patrons in combination with selling alcoholic beverages, providing carryout services, or presenting live nontheatrical entertainment.

NAICS Code Verification

NAICS Code: 722511

I confirm that the NAICS code of Sample, LLC is 722511.

Yes

Business Details

Is Sample, LLC a home-based business?

No

Does Sample, LLC host gambling or gaming activities?

No

Does Sample, LLC conduct or purvey "adult" activities, services, products or materials?

No

Does Sample, LLC conduct auctions, bankruptcy sales, fire sales, "lost-our-lease," "going-out-of-business," or similar sales?

No

Is Sample, LLC a transient merchant ("peddler," "popup store," or "itinerant vendor")?

No

Is Sample, LLC an outdoor storage company?

No

Does Sample, LLC conduct any activities that may constitute a nuisance?

No

Does Sample, LLC conduct business for any illegal purposes?

No

COVID-19 Impact

Were you deemed an Essential Business as defined in Governor Murphy's Executive Order?

Yes

Have you been able to remain open or reopen since March 9, 2020?

Yes

To what capacity have you been open?

50%

Revenues

Revenue Comparison

March, April, May (2019)	March, April, May (2020)	Year-Over-Year Change
\$150,000.00	\$65,000.00	-57%

DOB Affidavit

I, John Doe am an Authorized Signer for Sample, LLC, and I hereby state and certify to the United States Federal Government and to NJEDA as follows:

Yes

Other COVID-19 Assistance

Have you applied for COVID-19 assistance through any of the following programs?

The NJEDA Small Business Emergency Assistance Phase 1 Grant Program

No

The NJEDA Small Business Emergency Assistance Loan Program

No

The Federal Paycheck Protection Program (PPP)

Yes

SBAPPPDetails

PPP Status	Approval Date	Amount Approved	Purposes of Funds
Approved	5/6/2020	\$250,000.00	Payroll Rent/Mortgage

The federal Economic Injury Disaster Loan (EIDL) program

No

The federal Economic Injury Disaster Grant (EIDG) program

No

Another program through any state or local municipality

No

Additional Background Information

Businesses applying for eligibility for NJEDA programs are subject to the Authority's Disqualification/Debarment Regulations (the "Regulations"), which are set forth in N.J.A.C. 19:30-2.1, et seq. Applicants are required to answer the following background questions pertaining to the commission of certain actions that can lead to debarment or disqualification from eligibility under the Regulations.

All capitalized terms used in this Questionnaire, except those defined elsewhere herein, shall be defined at the bottom of this form.

Has Applicant, any officers or directors of Applicant, or any Affiliates (collectively, the "Controlled Group") been found guilty, liable or responsible in any Legal Proceeding for any of the following

violations or conduct? (Any civil or criminal decisions or verdicts that have been vacated or expunged need not be reported).

1. Been convicted and/or found guilty and/or pled guilty and/or found liable and/or paid a fine or otherwise paid to settle any allegations made by the government in any court to any violation of law, other than minor traffic offenses.

Background Question 1

No

2. Been denied a license or permit required to engage in its business or profession or has any such license or permit or been suspended or revoked by any government?

Background Question 2

No

3. Been suspended, debarred, disqualified, denied a classification rating or prequalification or otherwise been declared not responsible to bid or submit a form of prequalification on or to perform work on any public contractor subcontract?

Background Question 3

No

4. Violated the terms of a public agreement or transaction so seriously as to affect the integrity of an agency program?

Background Question 4

No

5. Had an injunction, order or lien entered against it in favor of any governmental agency including but not limited to judgments or liens based on taxes assessed or fines and penalties imposed by any government agency?

Background Question 5

No

6. Is the applicant presently indicted for or otherwise criminally or civilly charged by a government business with the commission of a violation of law?

Background Question 6

No

Additional Information

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 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.

Certification of Application

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:

1. 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 EDA which may at its option terminate its financial assistance.

Yes

2. 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.

Yes

3. I certify that the firm will make a best effort not to furlough or lay off any individuals from the time of application through six months after the end of the declared state of emergency. If I have already furloughed or laid off workers, I must make a best-effort pledge to re-hire those workers as soon as possible. Any material breach of this best-efforts certification may result in the NJEDA seeking repayment of the grant.

Yes

4. 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).

Yes

5. I certify that the firm has a material financial need that cannot be overcome without the grant of emergency relief funds at this time (e.g. does not have significant cash reserves that can support the firm during this period of economic disruption)

Yes

6. I authorize the EDA to provide information submitted to it by or on behalf of the applicant to any bank or State agency which might participate in the requested grant with the EDA.

Yes

7. 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.

Yes

8. I authorize that an electronic signature of this Application and any Approval Letter or Grant Agreement shall be a binding on the parties.

Yes

Privacy Act Statement Release Waiver

This statement is provided in compliance with the provisions of the Federal Privacy Act of 1974 (5 U.S.C. § 552a, note) (93 P.L. 579 (1976)), which requires agencies to inform persons when confidential information is requested. The Economic Development Authority (“EDA”) requests your authorization to receive information from your New Jersey Gross Income, Corporation Business Tax, and Sales and Use Tax returns with the principal intention to provide EDA with the ability to confirm eligibility for financial grants under the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), P.L. 116-136 (2020) as authorized by New Jersey law, to confirm grant eligibility for aid administered by EDA pursuant to N.J.S.A. 34:1B-5(jj). Disclosure of your confidential Gross Income, Corporation Business or Sales and Use Tax returns and return information, including your taxpayer identification number (i.e., TIN and/or SSN), is voluntary to confirm grant eligibility. Declining to do so could result in a delay in the review of your application, and additional information from you may be required. By signing the waiver below, you consent and agree to such disclosure and use as set forth above, and waive all claims, whether known now or in the future, related thereto.

I, John Doe, authorized agent of Sample, LLC, hereby request, pursuant to N.J.S.A. 54:50-9(a), the Disclosure Officer of the New Jersey Division of Taxation to disclose information from the Gross Income, Corporation Business or Sales and Use Tax returns of BUSINESS for the years 2018, 2019, and 2020 to the Economic Development Authority (“EDA”) to verify grant eligibility for CARES Act grants administered by EDA pursuant to N.J.S.A. 34:1B-5(jj). I authorize the Division to accept photocopies of this Authorization. This Authorization shall remain in effect for ninety days from the date of signature. I certify that to my knowledge, I personally caused or have the authority to cause the requested returns to be filed with the New Jersey Division of Taxation. I am aware that any person violating N.J.S.A. 54:50-8 by divulging, disclosing or misusing information found in the records of the Director is guilty of a crime of the fourth degree. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Yes

Confirmation

Sample, LLC

Limited Liability Corporation (LLC) est. 2000

11 Sample Ln
Trenton, New Jersey 08625
(111) 111-1111
sample@sample.com

Confirm Content

Full-time employees: 5
Part-time employees: 20
1099 contractors: 10

Essential business: Yes
Remained open or reopened: Yes

March/April/May revenue change: -57%

The information I have provided herein is accurate and truthful to the best of my knowledge.

Yes

Taxpayer Identification Number (TIN)

11-1111111

Electronic Signature

I, John Doe, agree to be bound by electronic signatures.

Yes

I, John Doe, am an Authorized Signer for Sample, LLC, and I accept the above terms and conditions.

Yes

Full Name

John Doe

Grant Phase 2 FAQs

1. Will the application be in multiple languages?

- The NJEDA is providing the online application in English and in Spanish.
 - o NJEDA has contracted for interpretation services to support speakers of nine additional languages – Arabic, Chinese (Mandarin and Cantonese), Gujarati, Hindi, Italian, Korean, Polish, Portuguese, and Tagalog. Translated versions of the application itself will be available in advance of opening.
 - o Applicants can contact languagehelp@njeda.com to receive a call within one business day from a representative who can communicate with them in their primary language

2. What are the eligibility requirements for the Program?

To be eligible for Phase 2 of the Small Business Emergency Assistance Grant Program, the applying entity must:

- Have been in existence on February 15, 2020
- Currently be registered to do business with New Jersey Department of Treasury, Division of Revenue and Enterprise Services
- Have no more than 25 Full-Time Equivalent Employees (FTE). The NJEDA’s definition of a FTE is detailed in the following question.
- Be in good standing with the Department of Labor and Workforce Development (NJLWD)
- Certify to NJEDA its intention to make best efforts not to furlough or lay off any workers from the time of application through six months after the end of the declared state of emergency. If the business has already furloughed or laid off workers from the time of application, make a best-effort pledge to re-hire the furloughed or laid off workers as soon as possible
- Certify to NJEDA that the entity 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)
- Certify to NJEDA that the entity has a financial need as a result of COVID-19 that cannot be overcome without the grant, as demonstrated by lost revenue between March 9, 2020 and the date of the grant application
- Not be actively excluded or debarred by the State of New Jersey or the Federal Government

3. What is a Full-Time Equivalent (FTE) employee?

- A FTE employee should not be confused with and is separate from the State’s guidance on a full-time employee. For the purposes of this grant program, the NJEDA is determining the number of FTE employees based on the entity’s most recently filed WR-30 filing. To determine your number of FTE employees please visit <https://forms.business.nj.gov/grant-2-size/> and enter your most recently filed WR-30 filing (Q1 2020 filings were due on April 30, 2020).
- FTE employees do not include any 1099 independent contractors

4. How is the size of my business’s grant award determined?

- The NJEDA will utilize the most recently filed WR-30 with the NJLWD (Q1 2020 filings were due on April 30, 2020) to determine the entity’s number of Full-Time Equivalent (FTE) employees.
- The total amount of grant funding is based on the number of FTE equivalent employees. Grant values are calculated at \$1,000 per FTE, rounded to the nearest FTE. For example, if the entity’s

WR-30 shows 2.50 or 2.51 FTEs, the entity would be considered to have 3 FTEs. If the entity's WR-30 shows 2.46 FTEs, the entity would be considered to have 2 FTEs.

- Minimum grant amount per application is \$1,000
- Maximum grant amount per application is \$10,000

5. Does my business need to have filed its 2019 tax return?
 - An applicant is not required to have filed its 2019 federal or state tax return
6. My business has not yet filed its Q1 2020 WR-30 information to the NJ Department of Labor and Workforce Development. Am I still potentially eligible?
 - Yes - if the entity has not yet filed its Q1 2020 WR-30 information, the NJEDA will utilize the most recently filed WR-30 with the NJLWD.
 - Applicants should file their Q1 2020 WR-30 with the Department of Labor, as the deadline for Q1 2020 filings was April 30, 2020.
7. Does my business need to have filed its monthly Sales Tax Remittance to the NJ Division of Taxation?
 - At a minimum, applicants that are required to submit monthly sales tax data to Taxation are required to have submitted their March 2020 monthly sales tax data. Applicants are strongly encouraged to submit their April 2020 data, as the deadline for April filings was May 20, 2020.
8. What financial information will I need to have in order to apply?
 - An applicant should be able to answer the following questions
 - a. What was your business's last filed tax return (2018 or 2019)?
 - b. Based on that return, what was your business's annual revenue as reported on that filing?
 - c. Was your business deemed an essential business according to Governor Murphy's EO 107?
 - d. Did your business remain open, or did your business reopen, during the period March 2020 - May 2020?
 - e. If your business reopened during this period, to what capacity (10%, 25%, 50%, 75%, 100%)?
 - f. What were your business's revenues from March 2019 - May 2019?
 - g. What were your business's revenues from March 2020 - May 2020?
9. My business is not required to file a WR-30 (Sole Proprietorship, Partnership, Single-Member LLC, 1099 Contractor, etc.). Is my business eligible?
 - If the entity was in business on February 15, 2020, the same entity is currently registered to do business in the State, and it meets all other eligibility requirements, it would be eligible.
 - An entity with no WR-30 filings will be eligible for the minimum grant amount of \$1,000.
10. My business's payroll company or Professional Employer Organization (PEO) files my business's WR-30; is my business eligible?
 - Yes - the NJEDA understands businesses use PEOs or similar payroll providers to file their WR-30s on their behalf. In these situations, payroll companies or PEOs need to provide to the NJEDA the Employee ID or name, weeks worked and wages documented similar to the format of a WR-30, which they file on behalf of your business.
 - Your business must provide this documentation during the application review process.
11. My business is a not-for-profit organization; is my organization eligible?
 - If your organization is registered with the IRS as a 501(c)3, 501(c)4, 501(c)7 non-profit, your organization may be eligible if you meet all other program requirements.

12. Phase 1 of funding was restricted by NAICS code, does this phase have the same restrictions?
- There are no NAICS code eligibility requirements for this phase of the program.
13. I applied for my business and was denied a Grant in the first phase of this program; can I reapply for the same business for the second phase?
- The eligibility criteria for businesses under Phase 2 has been widened. Businesses that were not approved in Phase 1 of the program may be eligible for Phase 2 and are encouraged to review the eligibility requirements and reapply if eligible.
14. I applied for grant funding under Phase 1 and was told the program was oversubscribed. Can I reapply for the same business for the second phase?
- Per the email communication that you should have received from NJEDA, businesses that were told Phase 1 was oversubscribed will not receive grant funding from Phase 1. In order to potentially be eligible for grant funding under Phase 2, you **MUST** submit a new application. Your prior application from Phase 1 will not be considered.
 - If you are unsure whether your application is part of the group that is oversubscribed and will not be receiving grant funding under Phase 1, please visit <https://www.njeda.com/about/Public-Information/COVID-19-Assistance-Activity-Reports/Small-Business-Emergency-Assistance-Grant-Activity>
 - Any business that was told that Phase 1 was oversubscribed and is eligible for phase 2 will need to reapply for the Phase 2 to be considered for an award.
15. My business's application is still under review for a Phase 1 Grant; can I apply for the same business for Phase 2 funding?
- If an applicant is currently under review in the Phase 1 Grant Program, the same business can also apply for the Phase 2 Grant. However, the grant funding that may be available to the business in Phase 2 will depend on how many Full-Time Equivalent (FTE) employees the business may receive grant funding for in Phase 1. If the business is approved for Phase 1 funding and has 5 FTEs or less, the business will not be able to receive additional funding in Phase 2. If the business has 6 or more FTEs, the business may qualify for the incremental additional funding. For example, if the business has 8 FTE employees and was capped at a \$5,000 grant for 5 FTEs under Phase 1, the business can reapply for an additional \$3,000 for the 3 additional FTEs under Phase 2, assuming the business qualifies with the Program requirements.
 - In order to potentially be eligible for grant funding under Phase 2, you **MUST** submit a new application. Your prior application from Phase 1 will not be considered for Phase 2.
 - To determine if your application is under review please visit <https://www.njeda.com/about/Public-Information/COVID-19-Assistance-Activity-Reports/Small-Business-Emergency-Assistance-Grant-Activity>
 - An applicant's application for Phase 1 funding does not entitle that applicant to funding from Phase 2. All Phase 2 applications will be reviewed in the order in which NJEDA receives completed applications.
16. My business received funding through the first phase of the NJEDA's Small Business Emergency Assistance Grant. Can I reapply for the same business?
- An entity that has 6 or more FTE employees can reapply for the incremental additional funding. For example, if your business has 8 Full-Time Equivalent (FTE) employees and received a \$5,000 grant;

you can reapply for the same business for an additional \$3,000 assuming your business qualifies with the Program requirements.

- Receiving funding from Phase 1 does not guarantee funding from Phase 2. All Phase 2 applications will be reviewed in the order applications are completed and submitted.

17. My business has 5 different locations; do I apply 5 times for my business?

- An application is based on the entity's FEIN number. If your business has 5 FEINs, as in the above example, you would be eligible to apply 5 times and would have to apply separately for each business (with its own FEIN).
- If your business has 1 FEIN and 5 locations, your business is only eligible for 1 award and can only apply once.

18. My business has 5 locations. All are reported under 1 FEIN with 50 Full-Time Equivalent (FTE) employees; can I allocate my employees among the different locations?

- The location of the employees does not affect the eligibility of an application. Therefore, a business cannot allocate employees to different locations to meet the size requirement of the Program.
- As stated above, an application is based on a FEIN. As a result, in this example, your business's application would not be eligible because you would have over the 25 FTE maximum.

19. What is the Eligible Opportunity Zone set aside?

- \$15 million will be reserved for businesses with a primary business location within the 715 dedicated "Eligible Opportunity Zones."
- To obtain a list of Eligible Opportunity Zones, please **[insert instructions]**.

20. My business has multiple locations under one FEIN. What is considered my business's primary location?

- For purposes of this Program, your primary business location is the address where most of your employees are working. If no one location has the most employees because multiple locations have the same number, then the primary location from among those locations is the one that generates the most revenue. If there are still multiple locations that meet the criteria, the primary location is the location that opened first.

21. My business applied for and/or received COVID-19 disaster assistance from the Small Business Administration. Is the same business eligible for a Grant?

- Your business may still be eligible for a Grant. During the application process, you will be asked to provide details on any COVID-19 Disaster assistance received by your business to determine eligibility.
- The NJEDA cannot provide disaster assistance for the same purpose, as this is considered a Duplication of Benefits under federal law, and because your business would no longer have a need for the grant fund for that purpose.
- The business must have this information available. All applicants will need to complete a Duplication of Benefits affidavit with information of other COVID-19 disaster assistance, and details of their application for other such assistance will be needed.

22. What is a Duplication of Benefit (DOB)?

- A DOB occurs when an entity receives assistance from multiple sources for the same need. One way this happens is if the cumulative amount of assistance exceeds the business's needs. To avoid a

DOB, the NJEDA will reduce the Grant amount by the amount of other assistance for the same need. However, if the need is greater than the assistance, there is no DOB.