**SAMPLE APPLICATION**

**Applicant Organization Information**

Applicant Organization Name:  
(legal name without abbreviations)

Federal Employer's I.D. No. (FEIN):

Doing Business As Name:

Holding Company Name:

Authorized Representative:

Authorized Representative Title:

Is the Organization's address the same as the Contact's address?

County:

Telephone Number:

Website Address:

Number of Employees:

NAICS Number:

Nature of Business:

Please provide a brief history and description of the applicant's business (including principal products and services):

Year Established:

Ownership Structure:

**Principal Bank Reference Information**

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Contact Name</th>
<th>Contact Telephone Number</th>
</tr>
</thead>
</table>

**Legal Information**

Name of counsel to applicant:

Address:

Telephone:

**Accountant Information**
Has the applicant, or any related parties, previously received EDA assistance?

**Applicant Contact Information**

Salutation:
First Name:
Middle Initial:
Last Name:
Suffix:
Title:
Company:
Mailing Address:
Address Line 2:
City/Town:
State:
ZIP Code:
Telephone Number:   Ext.
Fax Number:
Email Address:

**Consultant Contact Information**

Contact Name:
Contact Title:
Company:
Address:
Address Line 2:
City:
State:
ZIP Code:
Phone:
Email:

**Project Information**

**Project Location**

Street Address:
Address Line 2:
City/Town:
State:
ZIP Code:
County:
Is the project located on property that was wholly or substantially damaged or destroyed as a result of a Federally-declared disaster?

**Project Description**

Please provide a narrative description as fully and precisely as possible of the project, including acquisition, lease and renewal terms, construction or expansion plans, current and future uses by the applicant, size of existing and proposed facility, and/or project occupant(s) of the building(s) and/or equipment to be acquired or upgraded:

Will the project facility be occupied or used by any party other than the applicant?

Is it anticipated that the project location will be purchased or leased?

**Total Useable Square Footage of the building:**

<table>
<thead>
<tr>
<th>Asset Type:</th>
<th>Gross Leasable Area (GLA)</th>
<th>Useable Square Feet (USF)</th>
</tr>
</thead>
</table>

Describe how the green building standards posted on EDA’s website, here [www.njeda.com/GreenBldgGuidance1](http://www.njeda.com/GreenBldgGuidance1) and here [www.njeda.com/GreenBldgGuidance2](http://www.njeda.com/GreenBldgGuidance2), will be incorporated into the proposed project. Also include how renewable energy, energy efficiency technology, and non-renewable resources will be incorporated into the project to reduce environmental degradation and to encourage long-term cost reduction.

Will the project generate solar energy on the site?

**Project Costs**

**Please enter applicable costs:**

![Total Cost: $0](total_cost.png)

**Sources of Funds**

Sources should include categories such as owner’s equity, bank financing, and other government support used to finance the completion of the project. The EDA grant request, if successful, should **not** be considered a project financing source since it will be available over time.

<table>
<thead>
<tr>
<th>Source Name</th>
<th>Source Amount</th>
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</tbody>
</table>

Grant Amount Requested:

**Describe how the request was calculated:**

Desired Grant Term
**Grow New Jersey Program**

Location of Corporate headquarters

Address:

Address Line 2:

City:

State:

ZIP Code:

County:

Country:

State of Incorporation:

### New Jersey Operations

<table>
<thead>
<tr>
<th>Job Type</th>
<th>Number of Employees</th>
<th>Employment</th>
<th>Relocating to Proposed Site</th>
<th>Current Location of Positions</th>
<th>Employee Type</th>
<th>Number of Hours Per Week</th>
</tr>
</thead>
<tbody>
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</table>

Does the company provide employee health benefits under a group health plan as defined under section 14 of P.L. 1997, c. 146 (C.17B:27-54), a health benefits plan as defined under section I of P.L. 1992, c.162(C.17B:27A-17), or a policy or contract of health insurance covering more than one person issued pursuant to Article 2 of Title 17B of the New Jersey Statutes?

Number of existing full-time jobs in NJ to be relocated to the proposed site:

Are any jobs listed in the application at risk of being located outside of New Jersey:

**Date or dates that the jobs at risk would be expected to leave the State:**

Number of new full-time jobs to be created at the proposed site:

Number of Construction jobs working on this project:

List other states New Jersey is in competition with:

What is the approximate start date for the project?

What is the approximate date of completion for the project?

Date that company commenced operations in New Jersey:

Are any of the employees or capital investment referenced in the application currently subject to a BEIP, BRRAG or HUB agreement?

Total number of full time NJ employees:

Estimated Total Gross Payroll at the project:
Average Annual Salary for Eligible Employees:

Median Annual Salary for Eligible Employees:

I certify that my business is not in default with any other program administered by the State of New Jersey:

List the exact names of all tax-paying entities below that will pay withholdings for eligible employees under the Grant together with their New Jersey tax identification number (all entities paying withholding taxes for eligible employees will be required to execute the grant agreement). Any companies that are not wholly owned subsidiaries of the Recipient will be required to submit an application for inclusion in the Grant.

<table>
<thead>
<tr>
<th>Tax Entity</th>
<th>ID #</th>
</tr>
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</table>

**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.

1. Commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract, or subcontract thereunder, or in the performance of such contract or subcontract.

2. Violation of the Federal Organized Crime Control Act of 1970, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, perjury, false swearing, receiving stolen property, obstruction of justice, or any other offense indicating a lack of business integrity or honesty.


4. Violation of any law governing the conduct of elections of the Federal Government, State of New Jersey or of its political subdivision.

5. Violation of the "Law Against Discrimination" (P.L. 1945, c169, N.J.S.A 10:5-1 et seq., as supplemented by P.L. 1975, c127), or of the act banning discrimination in public works employment (N.J.S.A 10:2-1 et seq.,) or of the act prohibiting discrimination by industries engaged in defense work in the employment of persons therein (P.L. 1942, c114, N.J.S.A 10:10, et seq.).

6. To the best of your knowledge after reasonable inquiry, violation of any laws governing hours of labor, minimum wage standards, prevailing wage standards, discrimination in wages, or child labor.

7. To the best of your knowledge, after
reasonable inquiry, violation of any law
governing the conduct of occupations or
professions of regulated industries.

8. Debarment by any department, agency, or
instrumentality of the State or Federal
government.

9. Violation of any of the following prohibitions on vendor activities representing a conflict of
interest, or failure to report a solicitation as set forth below:

i. No person shall pay, offer or agree to pay, either directly or indirectly, any fee,
commission, compensation, gift, gratuity, or other thing of value of any kind to any
Authority officer or employee or special Authority officer or employee, as defined by
N.J.S.A 52:13D-13(b) and (e), with which such person transacts or offers or proposes to
transact business, or to any member of the immediate family as defined by N.J.S.A
52:13D-13i, of any such officer or employee, or partnership, firm or corporation with which
they are employed, or associated, or in which such officer or employee has an interest
within the meaning of N.J.S.A 52:13D-13g.

ii. The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value
by any Authority officer or employee or special Authority officer or employee from any
person shall be reported in writing by the person to the Attorney General and the
Executive Commission on Ethical Standards.

iii. No person may, directly or indirectly, undertake any private business, commercial or
entrepreneurial relationship with, whether or not pursuant to employment, contract or
other agreement, express or implied, or sell any interest in such person to, any Authority
officer or employee or special Authority officer or employee having any duties or
responsibilities in connection with the purchase, acquisition or sale of any property or
services by or to the Authority, or with any person, firm or entity with which he or she is
employed or associated or in which he or she has an interest within the meaning of N.J.S.A
52:13D-13g. Any relationships subject to this subsection shall be reported in writing to the
Executive Commission on Ethical Standards, which may grant a waiver of this restriction
upon application of the Authority officer or employee or special Authority officer or
employee upon a finding that the present or proposed relationship does not present the
potential, actuality or appearance of a conflict of interest.

iv. No person shall influence, or attempt to influence or cause to be influenced, any Authority
officer or employee or special Authority officer or employee in his or her capacity in any
manner which might tend to impair the objectivity or independence of judgment of the
officer or employee.

v. No person shall cause or influence, or attempt to cause or influence, any Authority officer
or employee or special Authority officer or employee to use, or attempt to use, his or her
official position to secure unwarranted privileges or advantages for the person or any other
person.

10. Has any member of the Controlled Group been found guilty, liable or responsible for the
violation in any Legal Proceedings of any State, Federal or foreign law that may bear upon a lack
of responsibility or moral integrity, or that may provide other compelling reasons for
disqualification. (Your responses to the foregoing question should include, but not be limited to,
the violation of the following laws, without regard to whether any monetary award, damages,
verdict, assessment or penalty has been made against any member of the Controlled Group,
except that any violation of any environmental law in category (v) below need not be reported
where the monetary award damages, etc. amounted to less than $1 million).

i. Laws banning or prohibiting discrimination or harassment in the workplace on the basis of
gender, race, age, religion or handicapped status.

ii. Laws prohibiting or banning any form of forced, slave, or compulsory labor.

iii. Laws protecting workers who have reported the wrongdoing of their employers to
governmental authorities, commonly referred to as "Whistleblower Laws".

iv. Securities or tax laws resulting in a finding of fraud or fraudulent conduct.

v. Environmental laws.

vi. Laws banning the possession or sale of, or trafficking in, firearms or drugs.

vii. Laws banning anti-competitive dumping of goods.

viii. Anti-terrorist laws.

ix. Criminal laws involving commission of any felony or indictable offense under State, Federal
or foreign law.

x. Laws banning human rights abuses.

xi. Laws banning the trade of goods or services to enemies of the United States.

11. To the best of your knowledge, after reasonable inquiry, is any member of the Controlled Group a party to pending Legal Proceedings wherein any of the offenses or violations described in questions 1-10 above are alleged or asserted against such entity or person?

If the answer to any of the foregoing questions is affirmative, you must provide the following information as an attachment to the application: (i) the case and court in which such matters were tried or are pending; (ii) the charges or claims adjudicated or alleged; and (iii) a brief explanation of the circumstances giving rise to such matters. Also, for affirmative answers to question 1-10, copies of the final judgments, consent orders or administrative findings, as the case may be, that were entered or made in such matters must be attached.

The terms set forth below shall be defined as follows:

"Affiliates" means persons having an overt or covert relationship such that any one of them directly or indirectly controls or has the power to control another.

"Legal Proceedings" means any State, Federal or foreign civil, criminal or administrative proceeding in a court or administrative tribunal in the United States, any territories thereof or foreign jurisdiction.

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

PLEASE NOTE:

Eligibility of financial assistance by the New Jersey Economic Development Authority is determined by the information presented in this application and the required attachments and schedules. Any changes in the status of the proposed project from the facts presented herein could disqualify the project, including but not limited to, the commencement of construction or the acquisition of assets such as land or equipment. Please contact the staff of the EDA before taking any action which would change the status of the project as reported herein. The EDA's regulations and policies regarding the payment of prevailing wages and affirmative action in the hiring of construction workers require the submission of certain reports and certificates and the inclusion of certain provisions in construction contracts. Please consult with the EDA staff for details concerning these matters. (Forms can be found on our website www.njeda.com/forms)

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 have received a copy of the "Regulation on Payment of Prevailing Wages" and the "Affirmative Action Regulation" and am prepared to comply with the requirements contained therein.

2. I affirm, represent, and warrant that the applicant has no outstanding obligations to any bank, loan company, corporation, or individual not mentioned in the above application and attachments; that the information contained in this application and in all attachments submitted herewith is to the best of my knowledge true and complete and that the bond/loan applied for herein is not for personal, family, or household purposes.

3. 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.

4. 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.
5. I authorize the EDA to obtain such information including, but not limited to, a credit bureau check as it may require, covering the applicant and/or its principals, stockholders and/or investors.

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 financing with the EDA.

☐ I am Authorized Signer and I accept the terms and conditions.

Required Attachments

• Application for Tax Clearance
  
  • Download Application for Tax Clearance - Division of Taxation (Instructions: Please only complete the information above the dotted line on the application and sign and date at the bottom of the form.)
  
  • Link to Treasury
  
  • P.L.2007, C.101

• The Development Subsidy Job Goals Accountability Act
  
  • Application Addendum
  
  • P.L.2007, C.200

• 3 Years of Financial Statements

• Professional Engineer certification for solar claims, if applicable

• Site Map according to Site Map Specifications

• PDF of the on-line mapping tool found at http://njgin.state.nj.us/OIT_BusinessMap2 with applicant’s proposed determination of project eligibility and associated report

• CEO Certification

• Additional application questions

  • List all local and/or state financial assistance being utilized in the proposed project including development subsidies being requested or receiving, other state assistance, low interest rate loans, infrastructure improvements, property tax abatements and exemptions, and training grant assistance. Please specify program name, granting body, dollar amounts or value, terms and status of application.

  • Material Factor - The provision of a grant from the Grow New Jersey Program must be a 'material factor' in a company’s decision to retain/relocate/expand operations in New Jersey.

    A. A full economic analysis of all locations under consideration including such components as, but not limited to the cost effectiveness of remaining in this State versus relocation under alternative plans (e.g. Real Estate listings, Tax or other State/Local financial incentives offered to the applicant and Cost - Benefit Analysis, which may include cost per square foot, real estate tax, tax incentives, training incentives, labor costs, etc.)

    B. All lease agreements, ownership documents, or substantially similar documentation for the business’s current in-State locations

    C. All lease agreements, ownership documents, or substantially similar documentation for the potential out-of-state location alternatives, to the extent they exist

    D. A description of the 'at risk' nature of the employees that may be leaving the State. Include how such issues as the following will be addressed: mobility, labor and regulatory requirements as applicable (e.g., is the lease at the current facility expiring, will there be stranded assets if the business leaves; is the business' labor force required to be in the State; is a union contract required; is a license required to
operate in the State).

E. A specific statement on the role the grant will play in the company's decision-making process to relocate in New Jersey

- Additional Project Information
  A. Project schedule that identifies projected move dates for each site
  B. A schedule of short-term employment projections of the business in the State based upon the relocation
  C. An estimate of the projected retained State tax revenues resulting from the relocation
  D. A description of the type of contribution the business can make to the long-term growth of the State's economy and a description of the potential impact on the State's economy if jobs are not retained, etc.
  E. A description of any capital investments made by the business at the new business location
  F. Applicants can designate different companies to receive the tax credit; however the recipients must be part of the applicant's 'controlled group' approved by the EDA. Controlled group is defined pursuant to section 1563 of the Federal Internal Revenue Code of 1986, 26 U.S.C.A. § 1563. As such, all companies receiving the allocation must be part of the Project Agreement thereby approved by the EDA. If applicable:

   a. Attach a list noting the percentage (%) allocated to each member of the controlled group of corporations.