

Grant Phase 4 FAQs

1. Will language assistance be available?

- The NJEDA is providing the online pre-registration and application in English and Spanish.
 - o NJEDA will offer applicants access to interpretation services to support speakers of ten additional languages –Arabic, Chinese (Mandarin and Cantonese), Gujarati, Hindi, Italian, Korean, Polish, Portuguese, and Tagalog. Translated versions of the application language will be made 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 4 of the Small Business Emergency Assistance Grant Program, the applying entity must:

- Have been in existence and operational on February 15, 2020
- Be fully and properly registered to do business with New Jersey Department of Treasury, Division of Revenue and Enterprise Services as evidenced by a valid Business registration Certificate. Entities can verify their registrations here : https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp
- Be in good standing with the Department of Labor and Workforce Development (NJLWD).
- Have no more than 50 Full-Time Equivalent Employees (FTE) in the businesses' Q3 2020 or Q4 2020 WR-30 filing (the most recently filed of the two will be used). The NJEDA's definition of a FTE is detailed in the following question.
- Have a physical location in the State of New Jersey (e.g., an office, a physical point of sales, a warehouse, manufacturing facility, etc.). With regard to home-based businesses, the home must be located in New Jersey.
- 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 material financial need as a result of COVID-19 that cannot be overcome without the grant (e.g., does not have significant cash reserves that can support the SME during this period of economic disruption).
- 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. Whether or not an employee qualifies as an FTE depends on the number of weeks worked and wages earned. The NJEDA's online grant estimator can help you determine the number of FTEs at your business. For the purposes of this grant program, the NJEDA is determining the number of FTE employees based on the entity's highest FTE count of the past eight quarters. To determine your estimated grant size based on your FTE employees please visit <https://forms.business.nj.gov/grant-4/size/>

If the highest FTE would make a business ineligible, the most recent WR-30 filing, either Quarter 3 2020 or Quarter 4 2020, whichever is more recently filed, will be reviewed. To determine your eligibility based of FTE employees please visit <https://forms.business.nj.gov/grant-4/eligibility/>

- FTE employees do not include 1099 independent contractors
4. How is the size of my business's grant award determined?
 - The NJEDA will utilize the highest headcount available from the entity's past 8 quarters (Q1 2019-Q4 2020) of WR-30 filed with the NJLWD 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 and cannot exceed the unmet need of the entity.
 - o If 5 FTEs or fewer (including no FTEs or 1099 contractors only): \$10,000 grant
 - o If 6-25 FTEs: \$15,000 grant
 - o If 26-50 FTE: \$20,000 grant
 - The program has separate funding allocations for child care providers, restaurants, micro-businesses, and other small businesses. However, an applicant is only eligible for one allocation of funding. For example: if a business is an eligible Restaurant, as determined by its NAICS code, it can only apply for the Restaurant allocation and not the Micro-business or other small business allocation.
 5. Does my business need to have filed its 2020 tax return?
 - An applicant is not required to have filed its 2020 federal or state tax return.
 6. Does my business need to have filed its 2019 tax return?
 - a. An applicant should have filed or be on extension for its 2019 federal and state tax return, if the business started in 2019 or before.
 7. What financial information will I need to have in order to apply?
 - An applicant must be able to answer the following questions
 - a. What years did your business file tax returns (2018, 2019,2020)?
 - b. What was your business's annual revenue for 2019 (if applicable)?
 - c. What was your business's annual revenue for 2020?
 - d. Was your business deemed an essential business according to Governor Murphy's EO 107?
 - e. Did your business remain open, or did your business reopen, during the period March 2020 - present?
 - f. If your business reopened during this period, to what capacity (10%, 25%, 50%, 75%, 100%)?
 8. 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 and operational on February 15, 2020, the same entity is fully and properly 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 \$10,000.
 9. A 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 must 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 may provide this documentation during the verification process.

10. My business is a not-for-profit organization; is my organization eligible?

- If your organization is registered with the IRS as a 501(c) non-profit, your organization may be eligible, provided your organization meets all other program eligibility requirements.

11. Phase 1 of funding was restricted by NAICS code, does this phase have the same restrictions?

- Phase 4 of the program has separate funding allocations specific to Child Care Providers (NAICS 624410) and Restaurants (NAICS that begin with 722), all other businesses will fall in either the Micro or Small business category which is not restricted by NAICS code. Businesses must apply during the application window for their specific business type.

12. My business received or was denied a Grant in Phase 1, Phase 2, and/or Phase 3 of this program; can I reapply for the same business in Phase 4?

- Businesses that applied for grant funding under Phase 1, Phase 2 and/or Phase 3 of the Small Business Emergency Assistance Grant Program may apply for Phase 4 funding. However, businesses that applied in Phase 1, Phase 2, and/or Phase 3 will need to submit an entirely new application and required documentation for Phase 4, as the prior applications from Phases 1-3 will not be considered. Information on the application process can be found [here](#).

13. My business has multiple locations; can I submit a separate application for each location?

- There is an application limit of 1 application per Federal Employment Identification Number (FEIN). If your business has 5 separate FEINs, then you would be eligible to apply 5 times, but 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 grant and can only apply once under the sole FEIN.

14. My business has 5 locations. All are reported under 1 FEIN with 60 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. In this example the applicant would not be eligible because it exceeds the Program maximum of 50 FTEs.

15. What is the Eligible Opportunity Zone set aside?

- Approximately 33% of available funding will be reserved for businesses with a primary business location within the 715 census tracts deemed "Opportunity Zone Eligible."
- To determine if your business is located in an eligible Opportunity Zone census tract, please use the [mapping widget](#).

16. 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.

17. My business applied for and/or received COVID-19 disaster assistances from the Small Business Administration, other Local CARES Funding and/or insurance proceeds. Is the same business eligible for a Grant?

- Your business may still be eligible for a Grant. However, the NJEDA will need to know information about all assistance you applied for/received. Therefore, prior to applying for this grant, it is recommended that you become familiar with the details of the other assistance that you applied for or received, such as: the program for which you applied, the amount of funding that you were approved for/received, and how your business is using that funding. You will be asked to provide these details in order for NJEDA to determine your eligibility for the Phase 4 program.
- The NJEDA cannot provide disaster assistance for the same purpose that you have already received other assistance for, as this is considered a Duplication of Benefits under Federal law, and because your business would no longer have a need for the grant funding 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.
- The authorized signor must also certify that the business has a need in excess of the other COVID-19 funding received.

18. 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.