



NJ ZIP Phase 2 – Purchaser Read Me & Walk Thru

PURCHASER APPLICATION READ ME	2
PURCHASER APPLICATION WALK THRU	4
NJEDA Online Application Center - Opening Page	4
Welcome Page – Create Your Purchaser Application	5
Eligibility Gating Questions	6
Common App: Primary Point of Contact.....	7
Common App: Applicant Organization	8
Common App: Applicant Organization	9
Common App: Applicant Organization Cont.....	10
Common App: Diversity, Equity, and Inclusion.....	11
Purchaser Information: Entity information and standard policies	12
Vehicle Purchase Record Page	13
Vehicle Purchase Record Pop Up.....	14
Purchaser Entity Document Upload:	16
Vehicle Replacements.....	18
Common App: Legal questionnaire and Non-Involvement Certification.....	19
Final Submission: Certification of application, payment, and signature	21
Appendix A: Legal Questionnaire.....	22



PURCHASER APPLICATION READ ME

This document provides screen shots of the NJ ZIP Phase 2 purchaser application on a step-by-step basis. Please review in advance of submitting an application and use as you work through the process. If you have any questions as you advance, please reach out to njzip@njeda.com with the title “Purchaser application – Questions – [your organization name]”.

Before you start, you should have the following information/documentation ready:

- Company information
 - Legal name, entity formation state and date, entity type, EIN, address, and contact information (Note: contact information will be requested for the primary point of contact, i.e., the person who will primarily interact with NJEDA staff and potential purchaser applicants, and who has direct access to the Purchaser account. There will also be fields for the legally authorized representative and for CEO/Owner, if different than the primary contact)
- Tax Clearance Certificate listing NJ EDA
 - This can be accessed through https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp for NJ registered businesses. It MUST list New Jersey Economic Development Authority, which can be selected from a drop down in the request form. If this certificate has been requested and is not yet available for download, documentation of the request can be uploaded in lieu – however it is strongly recommended that the certificate is procured prior to application submission, to minimize processing time. Purchaser may be approved 'at risk', but no agreements can be signed until final tax clearance documentation is received.
- Vehicle information
 - Vehicle Use
 - Primary Community
 - Anticipated Annual Mileage
 - Information on any vehicles being replaced (as necessary)
- Proof of Location
 - Proof of location in New Jersey from which you will be registering and primarily operating the vehicle, including but not limited to unexpired lease or rental agreement, business checking account within the last 60 days, utility bill within the last 90 days, tax bill from the IRS within the last year, or current vehicle registration.
- If applying as a small business:
 - Staff count
 - Tax documented staff count, as appropriate to company type: e.g., Federal 941, WR-30, etc.*
 - Annual revenue
 - Tax documented revenue, as appropriate to company type: Federal 941 and e.g., NJ-CBT-100 (Schedule A), Form-1065, Form-1040 (Schedule C)*
- If applying as a woman-, minority-, and/or veteran-owned business:



- NJ woman-, minority-, and/or veteran-owned business certification
This can be accessed through <https://www.njportal.com/DOR/SBERegistry> for registered businesses. If this has been requested and is not yet available, documentation of the request can be uploaded in lieu. The certificate will be required before the grant agreement is signed.
- If applying as a religious organization:
 - Religious Activity Questionnaire
Please download, fill out, and upload this form here:
<https://1e7pr71cey5c3ol2neoaoz31-wpengine.netdna-ssl.com/wp-content/uploads/2021/02/CV19L-Religious-Activity-Questionnaire-FINAL.pdf>
- If applying as a political organization:
 - Political Activity Questionnaire
Please download, fill out, and upload this form here:
<https://www.njeda.com/lobbying-political-activity-questionnaire-6-23-2020/>

Please note the documentation required by your selected vendor when starting individual purchaser's voucher applications. The following information will be necessary per applicant:

- Proof of intent to purchase (signed quote or contingent PO)
- Vehicle delivery plan, providing purchaser-specific anticipated date of delivery and contingencies
- Any deviations from standard document upload.
 - Purchaser specific in-state maintenance plan
 - Purchaser specific vehicle warranty
 - Purchaser specific charging plan



PURCHASER APPLICATION WALK THRU

NJEDA Online Application Center - Opening Page

The screenshot shows the NJEDA Online Application Center interface. At the top, a dark navigation bar contains the text "NJEDA Application Center" on the left, a red arrow pointing to a "My Applications" dropdown menu in the center, and "English" and "Olivia Barone" on the right. Below the navigation bar, the main content area features the heading "NJEDA Online Application Center" and a welcome message. A dropdown menu is open from the "My Applications" button, listing various programs. The item "NJZIP 2 Purchaser Part 2 - Applicant List Page" is circled in red. Below the main content area, there are several blue buttons for different application types, including "NJ ZIP Vendor Phase 2 Application", "NJ ZIP Vendor Phase 1 Application", and "Child Care Facility Improvement Grant".

NJEDA Application Center | My Applications | English | Olivia Barone

NJEDA Online Application Center

Welcome to the NJEDA's online application for the NJEDA Online Application Center. Please DO NOT use Internet Explorer as your browser to complete this application. Browsers that are supported include "Microsoft Edge," "Chrome," or "Safari." [Close](#)

My Applications

- Common App
- Henri/Ida Business Assistance Grant Program
- COVID Phase 4 Grant
- COVID Phase 3 Grant
- PPE
- Innovation Evergreen Fund – Tax Credit Auction
- Main Street Micro Business Loan
- Small Business Emergency Assistance Loan (Phase 2)
- NJZIP 2 Purchaser Part 2 - Applicant List Page**
- NJ ZIP Vendor Phase 2
- NJ ZIP Vendor Phase 1
- NJ ZIP Purchaser
- Small Business Lease Grant
- Small Business Improvement Grant
- Emerge Application
- Asset Activation
- Child Care Facility Improvement Grant
- Child Care Facility Improvement Grant -LT
- Food Security Planning Grant
- Aspire Application
- Historic Property Reinvestment Program
- Brownfields Redevelopment Incentive Program

Brownfields Redevelopment Incentive Program

Small Business Emergency Assistance Loan (Phase 2)

Small Business Lease Grant

Small Business Improvement Grant

Emerge Application

Innovation Evergreen Fund – Tax Credit Auction

Main Street Micro Business Loan

NJ ZIP

NJ ZIP Vendor Phase 2 Application

NJ ZIP Vendor Phase 1 Application

Child Care Facility Improvement Grant



Welcome Page – Start Your Purchaser Application

Home > NJZIP 2 Purchaser Part 2 - Applicant List Page

NJZIP 2 Purchaser Part 2 - Applicant List Page

Welcome to the NJ ZIP Applicant Portal!

To be eligible for this pilot program, applicants must be a business or institution registered in New Jersey and plan to buy a new zero-emission, medium- or heavy-duty vehicle, which will be registered in New Jersey and operate at a minimum 75% of their vehicle miles in New Jersey.

An approved Vendor in NJ ZIP must start an application for your entity. Enter in progress application(s) by clicking on the CAPP link below, to review this information, and provide details about your business and the vehicles you wish to purchase through this program. Your application can include multiple vehicles, capped at \$3M per Purchaser EIN.

Each application submitted is assessed a \$1,000 fee. If you believe this will cause an undue hardship on your business, a hardship waiver may be requested later in this application that will reduce the fee to \$500.

Please note that this is a first-come, first-served program, open until all funds are allocated. Your application will not be considered in queue until you, as the purchaser, submit it and pay the application fee.

NOTE: This is not a COVID grant program.

Common Application ID	Primary Contact	Application Status	Created On ↓
CAPP-00035018		In Process - Full Application	03/17/2023 1:02 PM

READ!

Select CAPP hyperlink

Status meanings:

In Process = with the vendor

In process full application = with the purchaser

Submitted = fully submitted and in review with the EDA

NJEDA Application Center

Home | My Applications | English

Home > NJ ZIP Phase 2 - Purchaser Edit

NJ ZIP Phase 2 - Purchaser Edit

General

Application ID

CAPP-00035018

Applicant Organization Name

—

Created On

03/17/2023 1:02 PM

Application Status

In Process - Full Application

pdf download

There are no notes to display.

Next



Eligibility Gating Questions

To ensure purchaser eligibility, this page has three basic gating questions.

NJEDA Application Center Home | My Applications | English | Olivia Barone

Home > NJ ZIP Phase 2 - Purchaser Edit

NJ ZIP Phase 2 - Purchaser Edit

Purchaser Eligibility

For language assistance with the application, please send NJEDA your name, spoken language and telephone number to languagehelp@njeda.com.

Is your business or organization registered with the State of New Jersey? *

Have you reviewed the NJ ZIP Purchaser Application Read Me and Walk-thru? *

[Next](#)

Note: If you are not already registered to do business in the State of New Jersey, it is highly recommended that you complete that process before continuing the application.



Common App: Primary Point of Contact

Primary Point of Contact

Throughout the life of a project – from application, to approval, to closing, and to certification/servicing – NJEDA will need to engage with various members of your team. This section collects contact information for individuals we may need to speak with as part of this project.

Please provide contact information for the primary point of contact within the applicant company that NJEDA will keep updated on the status of this application.

NOTE: It is highly recommended that the primary point of contact be the individual that is currently filling out this application. If the primary point of contact is different than the individual that is currently filling out the application, the primary point of contact individual should also create a user name and password on this application portal to receive all future correspondence.

Is the Primary Point of Contact legally authorized to submit this application on behalf of the applicant company? *

Is the Primary Point of Contact the Chief Executive Officer/equivalent officer for North America operations, or equivalent highest-ranking executive for the applicant company? *

Is the Primary Point of Contact authorized to speak to the media on behalf of the company? *

If you answer “no” to either question, you will be prompted to a new page to input contact information for the entity’s legally authorized representative and/or the CEO. In addition to standard contact information, you will need indicate on the supplemental pages if the person should receive outreach/information about your NJ ZIP Application.



Common App: Applicant Organization

Application Organization

In this section, we are collecting information about the company that is applying for assistance. We are focused on the primary applicant only. We will collect information on affiliates, parent companies, holding companies, or other related entities in the following sections of the application.

Applicant Organization Name *

The full name of your registered legal entity. This name should match the name on your formation documents. If you are not sure of your legal entity name, please visit <https://www.njportal.com/DOR/BusinessNameSearch/Search/BusinessName>.

Applicant Doing Business As (DBA)

Does your business operate under a different name?

Applicant Entity Type *

What is the ownership structure of the applicant?

Is the applicant, or any person who controls the applicant or owns or controls more than 1% of the stock of the applicant, an officer or employee of any agency, authority or other instrumentality of the State of New Jersey? *

Date Established *

Please make sure this date matches the date on your entity's formation documents. MM/DD/YYYY

Applicant Country of Incorporation/Formation *

Applicant State of Incorporation/Formation *



Entity Type *

- Sole Proprietorship
- Partnership
 - General Partnership
 - Limited Partnership
 - Limited Liability Partnership
- C Corporation
- Subchapter S Corporation
- Limited Liability Corporation
- Government Body
- Nonprofit Organization
- Single Member LLC
- Other

NOTE: Organization Formation Documents not required for NJ ZIP



Common App: Applicant Organization

Applicant Federal Employer Identification Number (FEIN) *

The 9 digit Federal Tax ID number of your organization.

Applicant New Jersey Tax ID Number *

Please insert 12-digit number

Applicant Organization's Phone Number *

Applicant Organization's Website

Is the applicant involved in religious activities or religiously affiliated? *

Please note that this requires additional questions to determine eligibility of the requested financial assistance.

Please provide a high-level, 2-3 short paragraph description of the applicant company. This may include the type of business you are involved in, your company's mission statement, the markets or customer base the company serves, and any other information about your business that the NJEDA should understand to review your application. *

Is the applicant involved in religious activities or religiously affiliated? *

Please note that this requires additional questions to determine eligibility of the requested financial assistance.

Religious Affiliation Form

The NJEDA will need to collect additional information from you if your entity is involved in religious activities or is religiously affiliated. Please download the religious activity questionnaire form [DOWNLOAD HERE](#), and upload the completed form below.

Document	Files
Religious Affiliation Form *	<input type="button" value="Add Files"/>



Common App: Applicant Organization Cont.

NAICS

In this section, we will collect information about what type of business/organization you are, based on your NAICS Code. To look up your business's NAICS Code, please click the search icon below.

North American Industry Classification System (NAICS) Code *



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. If your search does not return a result, please try additional terms that describe your business until you return a result.

Please be sure to use the same code that is listed on your most recent business tax filings. For help, please see the [North American Industry Classification System \(NAICS\) U.S. Census Bureau website](#).

Tax Clearance Certificate

Certificates may be requested through the [State of New Jersey's online Premiere Business Services \(PBS\) portal](#). Under the Tax & Revenue Center, select Tax Services, then select Business Incentive Tax Clearance. If the applicant's account is in compliance with its tax obligations and no liabilities exist, the Business Incentive Tax Clearance can be printed directly through PBS. [CLICK HERE](#) for instructions on how to secure your tax clearance certificate.

Tax Clearance Certificate

Document	Files
Tax Clearance Certificate Document(s) *	Add Files

Prior NJEDA Assistance

Has the applicant, or any related parties, previously received NJEDA assistance? *

What is a NAICS Code?

Federal agencies use the North American Industry Classification System (NAICS) to classify businesses when collecting, analyzing, and publishing statistical data about the United States economy. Please identify the code that best reflects your primary business activity.

Prior NJEDA Assistance

Has the applicant, or any related parties, previously received NJEDA assistance? *

Please describe the NJEDA assistance the applicant company previously received. Please be as specific as possible in detailing the programs through which you received NJEDA assistance, the facilities or projects associated with that assistance, the timeframes in which the assistance was provided, and the status of any awards or agreements. *

If you have approved voucher funding as a Phase 1 purchaser, please select yes and indicate "NJ ZIP Phase 1 purchaser".



Common App: Diversity, Equity, and Inclusion

Diversity, Equity, & Inclusion

With which of the following does the majority owner of the applicant organization self-identify (if applicable)?

- Minority
- Women
- Veteran
- LGBTQ
- Disabled
- None of the above
- Prefer not to answer

Please select which of the following State of New Jersey certifications the applicant organization currently holds:

- Small Business Enterprise (SBE)
- Disadvantaged Business Enterprise (DBE)
- Minority-Owned Business Enterprise (MBE)
- Woman-Owned Business Enterprise (WBE)
- Veteran-Owned Business Enterprise (VOB)
- Disabled Veteran-Owned Business Enterprise (DVOB)
- None of the above
- Prefer not to answer

DE&I Documentation

Please provide documentation evidencing your entity's certification.

Document	Files
DE&I Documentation *	Add Files

Upload your State of NJ certifications here!

Additional DE&I Information

In this section, we would like more information about any actions your company has taken or is taking with respect to Diversity, Equity & Inclusion. If these questions are not applicable, you may skip them.



Purchaser Information: Entity information and standard policies

Home > NJ ZIP Phase 2 - Purchaser Edit

NJ ZIP Phase 2 - Purchaser Edit

Organization Details

Is the Applicant Organization a commercial, industrial, or institutional entity? *

Institutional is defined as "serving a nonprofit or public purpose, such as a library, hospital, public school, institution of higher education, municipal utility, public recreation or cultural facility, or government entity. The term "government entity" includes local and municipal government entities, but for the purposes of this pilot, State government entities are not eligible.

Is the Applicant Organization a small business? *

For the purposes of this Program, a small business is defined as having 25 or fewer full time employees in total OR less than \$5M in annual revenue.

[Previous](#) [Next](#)

Is the Applicant Organization a commercial, industrial, or institutional entity? *

- Yes, my entity is a for-profit business
- Yes, my entity is an institutional organization
- No, my entity is not a commercial, industrial, or institutional entity

Is the Applicant Organization a small business? *

For the purposes of this Program, a small business is defined as having 25 or fewer full time employees in total OR less than \$5M in annual revenue.

Number of full-time W2 employees listed on your WR-30 *

Please upload WR-30 or equivalent and the organization's most recent tax return to qualify as a small business.

What is the entity's annual revenue based on its most recent business tax filing? *

Please be sure this amount matches the amount on your most recent business tax filing or financial statements.

[Previous](#) [Next](#)

NOTE: You will be asked to upload relevant small business documentation. NJ EDA will verify documents after submission.



Vehicle Purchase Record Page:

NJ ZIP Phase 2 - Purchaser Edit

Vehicle Purchase

Please click each vehicle record below that your Vendor has created and confirm the information that was input, as well as answering questions regarding your planned procurement of and use of the vehicle(s).

Highlighted rows in below table will identify any forms that will need to be completed

Will you be using the standard charging, warranty, and in-state servicing plans for this applicant?

Yes

Indicates if vendor used standard approved documents or custom per purchaser application

Name ↓	Vehicle	Vehicle Make (Vehicle)	Vehicle Model (Vehicle)	Vehicle Model Year (Vehicle)	How many vehicles of this model purchasing?	What is anticipated delivery date of the vehicle?
VHPR-0000149	VHCL-0000149	Tesla	Model H	2022	2	Within 6 – 12 months of receiving voucher approval
VHPR-0000148	VHCL-0000134	Honda	Civic	2023	5	12 – 18 months after receiving voucher approval

Select each highlighted VHCL record to answer remaining questions

Previous



Vehicle Purchase Record Pop Up

1

What is the vehicle use? *

Are you purchasing a new vehicle(s)? *

Have you already registered the vehicle(s)? *

Do you intend to purchase and register the vehicle(s) within 12 months of voucher reservation confirmation? *

Please note that while extensions may be available, it will be on a case by case basis.

Have these vehicles previously received funding from the DEP's Volkswagon program? *

Is the vehicle(s) intended for commercial, industrial, or institutional use (i.e., not personal use)? *

For at least 3 continuous years following registration in New Jersey, will the vehicle(s) remain registered and operate more than 75% of vehicle miles traveled in New Jersey? *

What is the primary community your vehicle will operate or domicile in? *

Please note you will be asked to upload proof of location in New Jersey from which you will be registering and primarily operating the vehicle, including but not limited to unexpired lease or rental agreement, business checking account within the last 60 days, utility bill within the last 90 days, tax bill from the IRS within the last year, or current vehicle registration.

I acknowledge that I may be required to install a telematics device to prove my operation in compliance with this requirement. *

2

Are you committed to vehicle operation for at least 3 continuous years in NJ's overburdened (also known as environmental justice or "EJ") communities? *

To be eligible, Purchaser Applicants must demonstrate in a manner acceptable to the Authority, annual operation of 50% or more of VMT OR registration and domicile within overburdened community census tracts for a minimum of three continuous years from date of registration. You can find a map and list of overburdened communities here: <https://www.nj.gov/dep/ej/communities.html>

Anticipated Annual Mileage *

How long do you plan to own the vehicle(s)? *

Please identify, in years, how long you plan to own the Vehicle.

3

Is this vehicle(s) replacing another vehicle(s)? *

Vehicle scrappage is not mandated by this program EXCEPT in the case that the new vehicle is replacing a vehicle model year 2009 or earlier. For consistency with prior State programs, scrappage is defined within the DEP's Volkswagon Settlement funded grant program as "rendering the vehicle inoperable and available for recycle; at a minimum, to cut a 3-inch hole in the engine block and disable the chassis by cutting the vehicle's frame rails complete in half". Vehicles that are not replacements (i.e., ZEV purchased are for new use cases or to expand a fleet) or are replacing a model year 2010 or later DO NOT have to comply with scrappage requirements. If the Applicant is defined as a small business, they can receive a bonus incentive on a per-vehicle basis for scrappage, as detailed later in this section.

Don't forget to save!

Save

1

What is the vehicle use? *

- Bus: Transit bus (more than 15 passengers)
- Bus: School bus
- Bus: Shuttle/paratransit (less than 15 passengers)
- Truck: pickup truck
- Truck: Utility cargo van
- Truck: Delivery, straight
- Truck: Delivery, step van
- Truck: regional haul freight
- Truck: long haul freight
- Specialty: Refuse/Garbage truck
- Specialty: Ambulance
- Specialty: Fire truck
- Specialty: Tow truck
- Specialty: Dump truck
- Specialty: Bucket/Aerial Truck
- Specialty: Snowplow/sander
- Specialty: Sewer cleaner
- Specialty: Street sweeper
- Other

2

Are you committed to vehicle operation for at least 3 continuous years in NJ's overburdened (also known as environmental justice or "EJ") communities? *

- Yes, more than 50% of the vehicle miles traveled will be within EJ communities
- Yes, the vehicle registration address and vehicle will be domiciled in an EJ community
- Yes, the vehicle will both operate in and be registered/domiciled in an EJ community
- No

Anticipated Annual Mileage *

3

Create

Vehicle GVWR *

Vehicle Model Year *

Engine Model Year *

Fuel Type *

Annual Fuel Used (report in whole number gallons) *

Scrapping Vehicle *

Reselling Vehicle *

Save



Purchaser Entity Document Upload:

Home > NJ ZIP Phase 2 - Purchaser Edit

NJ ZIP Phase 2 - Purchaser Edit

Vehicle Purchase Documents Upload

Document	Files
Delivery Plan	<p>parking.png</p> <p>Document that provides anticipated date of delivery and contingencies.</p>
Quote / PO	<p>SEA email signature.jpg</p> <p>Either Purchase Order from Vendor with contingency (i.e., PO is dependent upon receipt of voucher) OR quote from Vendor for the specified vehicle(s)</p>

Vendor uploaded documents for your application.

Location Verification Documents

Document	Files
Proof of Location	<p>Add Files</p> <p>Proof of the location in New Jersey from which you will be registering and primarily operating the vehicle, including but not limited to unexpired lease or rental agreement, business checking account within the last 60 days, utility bill within the last 90 days, tax bill from the IRS within the last year, or current vehicle registration.</p>

Small Business Documentation

Document	Files
Staff Count	<p>Add Files</p> <p>Tax documented staff count, as appropriate to company type: e.g., Federal 941, WR-30, etc.</p>
Annual Revenue	<p>Add Files</p> <p>Tax documented revenue, as appropriate to company type: Federal 941 and e.g., NJ-CBT-100 (Schedule A), Form-1065, Form-1040 (Schedule C)</p>

Purchaser required documents

Previous Next



This is your opportunity to send the application BACK to the vendor if you find something incorrect. This will email the vendor, with you in CC, and the reason you believe the application was incorrect.

Home > NJ ZIP Phase 2 - Purchaser Edit

NJ ZIP Phase 2 - Purchaser Edit

Confirmation of Vendor Supplied Information

Is the information supplied by the Vendor on this application accurate? *

Yes - the information identified by the Vendor is accurate
No - the information is inaccurate

[Previous](#) [Next](#)

Vehicle Replacements

If you are replacing a vehicle that you currently own with the vehicle you are applying for, you must populate vehicle replacements for each of those vehicles being replaced. If you are not replacing any vehicles, you can skip this page by clicking “Next”.

Vehicle Replacements

Name ↑	Vehicle Gross Vehicle Weight Rating (GVWR):	Vehicle Model Year	Engine Model Year	Vehicle Fuel Type
There are no records to display.				

[Create](#)

[Previous](#) [Next](#)

Create

Vehicle Gross Vehicle Weight Rating (GVWR): *

Vehicle Model Year *
Engine Model Year *
Vehicle Fuel Type *
Annual Fuel Usage (In Gallons) *
Scrapping Vehicle *

Scrapping is defined as rendering the vehicle inoperable and available for recycle; at a minimum, to cut a 3-inch hole in the engine block and disable the chassis by cutting the vehicle's frame rails complete in half.

Reselling Vehicle *



Common App: Legal questionnaire and Non-Involvement Certification

The Full **Legal Questionnaire** text can be found in Appendix B of this document.

*****PLEASE NOTE*****

(1) This questionnaire is relevant for any proceedings within EDA's relevant 'look back' period:

- For civil matters, those that were either pending or concluded within 5 years of the reporting date;
- For criminal matters, those that were either pending or concluded within 10 years of the reporting date;
- For environmental regulatory matters, those that were either pending or concluded within 10 years of the reporting date; and
- For all other regulatory matters, those that were either pending or concluded within 5 years of the reporting date.

(2) This questionnaire must be certified by an authorized representative, defined as:

- for a corporation, by a principal executive officer at least the level of vice president;
- for a partnership, by a general partner;
- for a sole proprietorship, by the proprietor;
- for a governmental entity, by the contact person (business administrator, manager, mayor, etc.);



- for other than above, by the person with legal responsibility for the application.

CERTIFICATION OF LEGAL QUESTIONNAIRE AND AUTHORIZATION TO RELEASE INFORMATION

This certification shall be signed as follows:

- for a corporation, by a principal executive officer at least the level of vice president;
- for a partnership, by a general partner;
- for a sole proprietorship, by the proprietor;
- for a governmental entity, by the contact person (business administrator, manager, mayor, etc.);
- for other than above, by the person with legal responsibility for the application.

I hereby represent and certify that I have reviewed the information contained in this Legal Questionnaire, and that the foregoing information is true and complete under penalty of perjury. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment. I further agree to inform the New Jersey Economic Development Authority of any changes in the foregoing information which may occur prior to execution of any agreement with the Authority, and so long as any such agreement is in effect. Failure to disclose relevant matters may render the Applicant ineligible for the financial benefits sought and may subject the Applicant to disqualification, debarment, suspension, or referral to the office of the state's Attorney General.

The undersigned, on behalf of the Applicant, understands and acknowledges that information and documents provided to the New Jersey Economic Development Authority: (1) are subject to public disclosure during deliberations of the Authority at public meetings regarding the application and as set forth in the minutes of the Authority's public meetings; and (2) are subject to public disclosure under certain laws, including, but not limited to, the Open Public Records Act, N.J.S.A. 47A:1-1 et seq., and the common law right-to-know.

Legal Questionnaire Electronic Signature *

Title *

Legal Questionnaire Date Signed *

[Previous](#) [Next](#)

Certificate of Non-Involvement:

In addition to the legal questionnaire, you must certify your organization is not engaged in prohibited activities in Russia or Belarus (as such term is defined in P.L.2022, c. 3., sec. (1)(e)) except as permitted by federal law. I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L. 2022, c. 3, section (1)(d).

If you are not able to complete this certification of non-involvement because you, your entity or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus, you will need to provide the NJEDA with a detailed, accurate and precise description of the activities. Please email the NJEDA point of contact on your matter or certifications@njeda.com immediately to commence this process.



Final Submission: Certification of application, payment, and signature

Step 1: Certify information submitted in application

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:

I affirm, represent, and warrant that the information contained in this application and in all associated attachments submitted herewith is to the best of my knowledge true and complete and that the funding applied for herein is not for personal, family, or household purposes. *

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 NJEDA which may at its option terminate its financial assistance. *

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 NJEDA. *

I authorize the NJEDA 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 NJEDA. *

I certify my understanding that an electronic signature of this Application and any Approval Letter or Agreement shall be a binding on the parties. *

I certify that the firm is not in default with any other program administered by the State of New Jersey. *

[Previous](#) [Next](#)

Step 2: Pay \$1,000 application fee via credit card or check. Please note that, if paying by check, the instructions will be provided on the page. The application will not be processed or considered complete until the fee is paid.

Step 3: Sign and submit

Electronic Signature

- I agree to be bound by electronic signatures *
- I am an Authorized Signer for this organization and I accept the above terms and conditions *

Full Name *



[Generate a new image](#)

[Play the audio code](#)

Enter the from the image

[Previous](#) [Submit](#)

You must hit "Submit" for your application to be reviewed by NJ ZIP team.



Appendix A: Legal Questionnaire

The full questionnaire is on the following page.

**NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY
LEGAL QUESTIONNAIRE**

Applicant Name:

Persons (entities or individuals) applying 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 ("Legal Questionnaire") pertaining to causes that may lead to debarment, disqualification, or suspension from eligibility under the Regulations and Executive Orders 34 (Byrne 1976) and 189 (Kean 1988) after consideration of all relevant mitigating factors. Governmental entities are not required to submit this Legal Questionnaire and may leave it empty.

***Note that this form has recently been modified.
Please review in its entirety prior to providing any responses or certifications.***

DEFINITIONS

Notwithstanding any terms defined elsewhere or otherwise herein, the following definitions shall govern in responding to this Legal Questionnaire:

"Affiliates" means any entities or persons having an overt or covert relationship such that any one of them directly or indirectly controls or has the power to control another. For the purposes of application for, or ongoing compliance with, Authority-administered programs, this includes:

- any entities or persons having an ownership interest in Applicant of 10% or greater;
- any entities in which Applicant holds an ownership interest of 10% or greater; and
- any entities that are named in the application and/or agreement, or that will receive a direct benefit from the financing, incentive, or other agreement with the Authority.

Note that any entities or persons fitting these definitions will need to be listed in Part C below.

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

RELEVANT TIMEFRAMES

Responses should be given based on the following "look-back" periods:

- For civil matters, those that were either pending or concluded within 5 years of the reporting date;
- For criminal matters, those that were either pending or concluded within 10 years of the reporting date;
- For environmental regulatory matters, those that were either pending or concluded within 10 years of the reporting date; and
- For all other regulatory matters, those that were either pending or concluded within 5 years of the reporting date.

Note that in cases where Applicant has previously submitted and certified a legal questionnaire to the Authority, the Applicant may refer to its prior legal questionnaire and report only those matters that are new or have changed in status since the date of last reporting.

Part A. Past Proceedings

Has Applicant, or any officers or directors of Applicant, or any Affiliates of Applicant, been found or conceded or admitted to being guilty, liable or responsible in any Legal Proceeding, or conceded or admitted to facts in any Legal Proceedings that demonstrate responsibility 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. Commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract, or subcontract there under, or in the performance of such contract or subcontract.

_____ Yes _____ No
2. Violation of the Federal Organized Crime Control Act of 1970, or commission of embezzlement, theft, fraud, 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.

_____ Yes _____ No
3. Violation of the Federal or State antitrust statutes, or of the Federal Anti-Kickback Act (18 U.S.C. 874).

_____ Yes _____ No
4. Violation of any law governing the conduct of elections of the Federal Government, State of New Jersey or of its political subdivision.

_____ Yes _____ No
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. 10:1-10, et seq.).

_____ Yes _____ No
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.

_____ Yes _____ No

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

___ Yes ___ No

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

___ Yes ___ No

9. Violation of the Conflict of Interest Law, N.J.S.A. 52:13D-12 et seq., including 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-13(i), 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-13(g).
- (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 NJEDA Ethics Liaison Officer.
- (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-13(g). Any relationships subject to this subsection shall be reported in writing to the NJEDA Ethics Liaison Officer and the State Ethics Commission, 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, actually 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.

___ Yes ___ No

(If Yes for any of the above, specify subsection)

10. Violation of any State or Federal 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 there was any monetary award, damages, verdict, assessment or penalty, 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.
- (ii) Laws prohibiting or banning any form of forced, slave, or compulsory labor.
- (iii) The New Jersey Conscientious Employee Protection Act, N. J. Stat. Ann. § 34:19-1 *et seq.*, or other “Whistleblower Laws” that protect employees from retaliation for disclosing, or threatening to disclose, to a supervisor or to a public body an activity, policy or practice of the employer, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law.
- (iv) Securities or tax laws resulting in a finding of fraud or fraudulent conduct.
- (v) Environmental laws, where the monetary award, penalties, damages, etc. amounted to more than \$1 million.
- (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 or Federal law.
- (x) Laws banning human rights abuses.
- (xi) Laws banning the trade of goods or services to enemies of the United States.

___ Yes ___ No

Part B. Pending Proceedings

11. To the best of your knowledge, after reasonable inquiry, are Applicant, or any officers or directors of Applicant, or any Affiliates, 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? With respect to laws banning or prohibiting discrimination or harassment in the workplace, please provide only information pertaining to any class action lawsuits.

___ Yes ___ No

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 name and court/administrative agency (including jurisdiction and venue) 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, please attach copies of document(s) reflecting the final resolution (e.g., final judgments, verdicts, plea bargains, consent orders, administrative findings, or settlement agreements).

Note that an Applicant may refer to or attach specific provisions of a 10-K/Q or other filings with the U.S. Securities and Exchange Commission (SEC); however, the Applicant should be aware that different laws apply to disclosures to the Authority. This means that the Authority does not have the same types of materiality thresholds as the SEC. The Applicant is expected to supplement its SEC filings to ensure that all relevant matters are disclosed to the Authority, including any matters that were below the SEC's materiality threshold and any matters that may have occurred after its most recent filing.

Please Note: Eligibility is determined based on the information presented in the completed Application. If, at any time while engaged with the Authority the Applicant should become aware of any facts that materially alter or change its answers, or that render any of them incomplete or inaccurate, the Applicant has a duty to promptly report such facts to the Authority in writing. The Authority reserves the right to require additional clarifying or explanatory information from the Applicant regarding the answers given, to ask additional questions not contained in this Legal Questionnaire, and to perform its own due diligence investigations and searches.

