

COVID-19

Economic Relief Package

Small Business Emergency Assistance
Grant Program Application

March 31, 2020



COVID-19 Economic Relief Package



SMALL BUSINESS EMERGENCY ASSISTANCE GRANT PROGRAM

Focus of this document



SMALL BUSINESS EMERGENCY ASSISTANCE LOAN PROGRAM



PROGRAMS TO MOBILIZE CAPITAL TO MICRO-, SMALL, & MEDIUM-SIZED BUSINESSES

CDFI First Loss Reserve Fund

Emergency Assistance Guarantee

Entrepreneur Support Program



NJ TECHNICAL ASSISTANCE SUPPORT



CREDIT FLEXIBILITY TO SUPPORT BUSINESSES



SMALL BUSINESS EMERGENCY ASSISTANCE GRANT PROGRAM

**Operating expense grants of up to \$5K
to small businesses with 1-10 FTE
in highly impacted industries**

NJEDA Program Size


\$5M

(initial wave)

Business Eligibility

- Industries, as determined by NAICS code:
 - Retail
 - Accommodation & Food Service
 - Arts, Entertainment, & Recreation, Repair & Maintenance; Personal & Laundry Services
 - (Eligible NAICS codes that start with 44, 45, 71, 72, 811, 812)
- Non-profit entities in the above industries are permitted to receive grant funding if they also have the following designations: 501(c)(3), 501(c)(4), and 501(c)(7)
- Must certify to negative impact of emergency
- Physical commercial location in NJ
- Must be registered to do business in New Jersey
- Department of Labor good standing
- 1-10 FTE per Company's 2019 4th Quarter NJ-WR30 filing with the Department of Labor: visit <https://forms.business.nj.gov/grant-size/> to estimate your FTE
- Must fill out and certify simplified debarment legal questionnaire

Grant Application Screen Shots: Contact information



NJEDA
ECONOMIC DEVELOPMENT AUTHORITY

Grant Application

NJEDA Small Business Emergency Assistance Grant Program

Contact

Business

Industry

Details

Background

Certification

Contact Information

Please provide us with your contact information.

Your Name *

Company Name *

The full name of your registered legal entity.

Doing Business As (DBA)

Does your business operate under a different name?

Phone *

Website

Email *

Email (confirm) *

Business Address *

New Jersey

▼

The physical location of your business.

Is this a commercial location?

☐ Yes ☐ No

Next

Application window opens on:


Friday, April 3rd
9:00am ET

Application window closes on:

Friday, April 10th
9:00am ET

Application will be available at:

<https://cv.business.nj.gov>



ECONOMIC DEVELOPMENT AUTHORITY

Grant Application

NJEDA Small Business Emergency Assistance Grant Program

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Your Business

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

Entity Type *

Limited liability company (LLC) ▼

What is the ownership structure of your business?

Employer Identification Number (EIN) *

12-3456789

The 9-digit federal tax identification number of your business.

Year Established *

2005

The year in which your business was incorporated.

Sector

Accommodation and Food Services ▼

Full-Time Employees *

3

As of December 31, 2019.

Part-Time Employees *

5

As of December 31, 2019.

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NJEDA Small Business Emergency Assistance Grant Program

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Your Industry

Do you know the NAICS code of your business?

☒ Yes ☐ No

This is a six-digit number that corresponds to your company's industry. It can be found on the company's founding documents.

NAICS Code

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ContactBusinessIndustryDetailsBackgroundCertification

Your Industry

Do you know the NAICS code of your business?

☐ Yes ☒ No

This is a six-digit number that corresponds to your company's industry. It can be found on the company's founding documents.

Sector

Accommodation and Food Services

Industry

722511 - Full-Service Restaurants

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: 722511

☒ I confirm that the NAICS code of ACME, Inc is 722511.

Please ensure this is accurate, or your application may be delayed or rejected.

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

Business Details

Is ACME, Inc a home-based business? *

☐ Yes ☒ No

Does ACME, Inc host gambling or gaming activities? *

☐ Yes ☒ No

Does ACME, Inc conduct or purvey "adult" activities, services, products or materials? *

☐ Yes ☒ No

I.e., pornographic, lewd, prurient, obscene or otherwise similarly disreputable, including nude or semi-nude performances or the sale of sexual aids or devices.

Does ACME, Inc conduct auction, bankruptcy, fire, "lost-our-lease," "going-out-of-business," or similar sales? *

☐ Yes ☒ No

Is ACME, Inc a transient merchant? *

☐ Yes ☒ No

Is ACME, Inc an outdoor storage company? *

☐ Yes ☒ No

E.g. Christmas tree sales.

Does ACME, Inc conduct any activities that may constitute a nuisance? *

☐ Yes ☒ No

Does ACME, Inc conduct business for any illegal purposes? *

☐ Yes ☒ No

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Grant Application

NJEDA Small Business Emergency Assistance Grant Program

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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).

Grant Application Screen Shots: Additional Background Information

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.

If yes, provide complete details, including when, where, and why.

☒ Yes ☐ 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?

If yes, provide complete details, including when, where, and why.

☐ Yes ☐ 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?

If yes, provide complete details, including when, where, and why.

☐ Yes ☐ No

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

If yes, provide complete details, including when, where, and why.

☐ Yes ☐ 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?

If yes, provide complete details, including when, where, and why.

☐ Yes ☐ 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?

If yes, provide complete details, including when, where, and why.

☐ Yes ☐ No

Question about prior convictions

Questions about license or permit denials or revocations

Question about public debarment

Question about breaking the terms of an agreement with a public agency

Question about any injunction orders in favor of a government agency

Question about ongoing criminal or civil proceedings

Grant Application Screen Shots: Certifications (1/2)

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.
- ☐ 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.
- ☐ 3. I authorize 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 you have already furloughed or laid off workers you must make a best-effort pledge to re-hire those workers as soon as possible. Any material breach of its best efforts certification may result in the NJEDA seeking repayment of the grant.
- ☐ 4. I authorize 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).
- ☐ 5. I authorize 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)
- ☐ 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.
- ☐ 7. I authorize that the firm is in good standing with the State of New Jersey's Department of Treasury, Division of Taxation (e.g. the firm has filed all mandatory Annual Reports and is current on obligations). Should the firm have a reporting deficiency or an outstanding obligation to the Division of Taxation, the NJEDA or the Division may seek repayment of the grant.
- ☐ 8. I authorize that an electronic signature of this Application and any Approval Letter or Grant Agreement shall be a binding on the parties.

False statements can be prosecuted

Dept. of Law can verify my answers

Best effort not to lay off employees and rehire those that have already been let go

I have been negative impacted by COVID-19

This grant is needed by my business

NJEDA can share information with specific parties to execute this grant

I am in good standing with the Departments of Labor and Taxation

I am signing this electronically

Signature *

A handwritten signature in black ink, appearing to read 'John Doe', is displayed within a rectangular box. A small 'x' icon is visible in the bottom left corner of the box.

John Doe

ACME, Inc.

555 Main St. #7
Anytown, New Jersey 11111

(888) 555-1212
john@acme.com
<https://www.acme.com>

☒ I, John Doe , am an Authorized Signer for ACME, Inc., and I accept the above terms and conditions.

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Submit

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Grant Application

Thank You

Thank you for applying for NJEDA Small Business Emergency Assistance Grant.


Your application number is: CV19G15

A decision will be emailed to **john@acme.com** as quickly as soon as possible (probably within a few days); please continue to monitor that email address.

To learn about about other COVID-19 relief programs available to businesses, visit <https://forms.business.nj.gov/programs>

Your responses are available for download below:

Grant Award Size Estimate Calculator Screen Shot




Grant Size Estimator

A tool for helping understand how NJEDA determines grant size, as calculated from Q4 2019 employee wage data filed in your form WR-30.

Employees

Please enter the wages earned by each W2 employee (full-time and part-time) in Q4 2019. Do not enter 1099 contractors.

Employee Name	Employee Wages *	FTE Equivalent
 John Doe	\$5,000.00	1.00
 Jane Doe	\$7,500.00	1.00
 Jack Doe	\$800.00	0.18

Total Q4 payroll: \$13,300.00FTE equivalents: 2.18

+ Add Employee

Estimate Grant Size

Save

Available at: <https://cv.business.nj.gov>



Grant Size Estimator

A tool for helping understand how NJEDA determines grant size, as calculated from Q4 2019 employee wage data filed in your form WR-30.

Estimated Grant Size

\$2,000.00

Based on the information you provided, your business has **2** rounded full-time employee (FTE) equivalents, and your estimated grant would be **\$2,000.00** if your business is eligible (\$1,000 per each FTE equivalent, up to a maximum of \$5,000).

For more details and to apply, please see: [Small Business Emergency Assistance Grant Program](#)


Please use this tool to learn about other programs for which your business may also be eligible: <http://assistance.business.nj.gov/>

NOTE: This tool is for informational purposes only. It does not constitute an award.

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Finish

Save



Grant Size Estimator

A tool for helping understand how NJEDA determines grant size, as calculated from Q4 2019 employee wage data filed in your form WR-30.

Ineligible

The NJEDA Emergency Assistance Grant Program is for businesses with **10 or fewer** full-time employee (FTE) equivalents.

Your business has **12** FTE equivalents.

For more details, please see: [Small Business Emergency Assistance Grant Program](#)

Please use this tool to learn about other programs for which your business may be eligible: <http://assistance.business.nj.gov/>

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Finish

Save

Additional Resources

NEW JERSEY COVID-19 BUSINESS INFORMATION HUB

Search for information on COVID-19 and its impact on businesses.

EMERGENCY ASSISTANCE ELIGIBILITY WIZARD

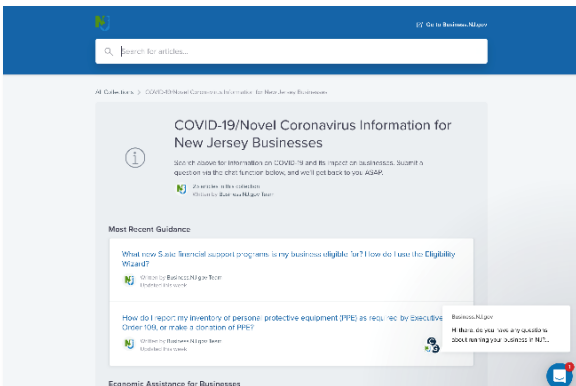
See what support programs are available to you to help stabilize your operations and get back on a pathway to growth.

GRANT AWARD SIZE ESTIMATE CALCULATOR

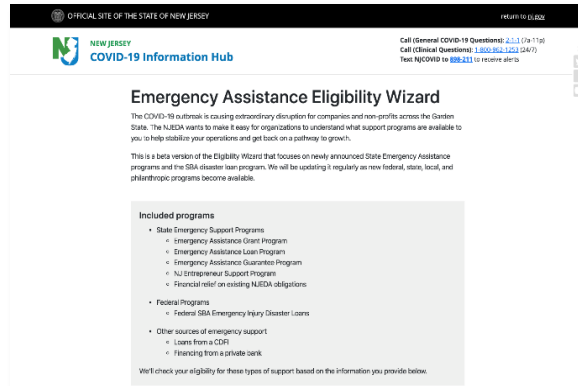
Get an early estimate of your potential grant award size based on information you submitted on your Q4 2019 NJ WR-30

NEW JERSEY COVID-19 JOBS AND HIRING PORTAL

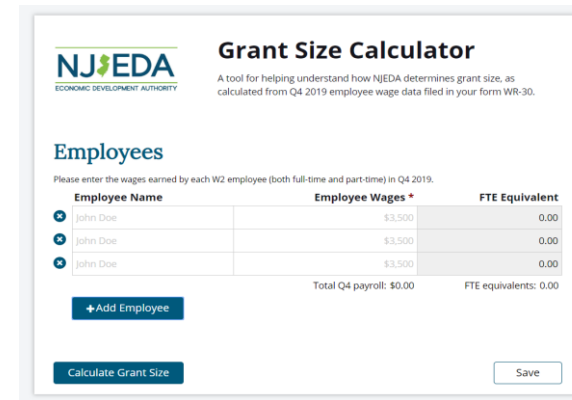
Businesses across New Jersey need thousands of workers for immediate hire. Learn more about who is hiring in your community.



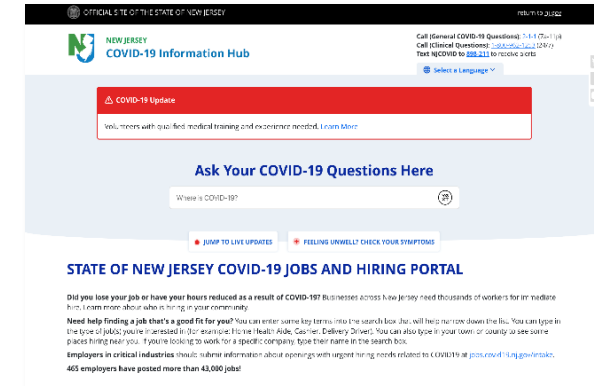
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