

Preliminary NRTC Small Business Grant Application

Unified Vailsburg Services Organization (UVSO) is providing grants to small businesses adversely impacted by the COVID-19 pandemic.

Funds are from the New Jersey Department of Community Affairs Neighborhood Revitalization Tax Credit (NRTC) COVID-19 Relief Funds (CRF). These funds were provided through the federal CARES Act.

Eligible small businesses must have a physical location in the area of South Orange Avenue in Newark, New Jersey between the Garden State Parkway and the South Orange township border; and 18th Avenue in Newark between Melrose Avenue and Sandford Avenue.

Name of Business	Owner Name
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Address of Business	E-Mail
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Funds may only be used for expenses incurred between March 1, 2020 and December 30, 2020, directly related to the public health emergency of COVID-19.

Please check the following expenses you have had:

(IMPORTANT: You will be asked to provide documentation if your application receives preliminary approval.)

- Commercial mortgage, rent, and other bills (utilities, accounts payable) for the period
- Resources to get a business established online commerce (for example, revamping a website to accept online payments or process deliveries)
- Perishable inventory that was lost due to an interruption of business
- Procurement of masks, gloves, and other personal protective equipment for business owners, staff, and customers
- Shield guards for businesses
- Procurement of hand sanitizer and sanitizing wipes
- Social distancing signage and decals
- Procurement of tables, chairs, and other furniture for outdoor dining
- COVID-19 educational materials, activities, and events aimed at businesses
- Wages for activities **substantially dedicated to mitigating or responding to the COVID-19** public health emergency (excluding bonuses other than hazard pay and overtime)

What is the total amount of all the expenses that you have incurred?

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
BUSINESS CERTIFICATION – USE OF CORONAVIRUS RELIEF FUND (CRF) PROCEEDS

I, **[insert name of signatory]**, am the owner/president/chief executive officer of **[insert name of business]**, and I certify that:

1. My business has been adversely affected by the COVID-19 Social Distancing Measures or the Stay-at-Home order
2. My business has less than \$5 million in gross receipts as of the most recent tax reporting year
3. My businesses has at least two (2) employees, including myself, and no more than 100 employees
4. My business was fully operational as of March 17, 2020
5. My business has an operational physical location within the neighborhood boundary of the local program from which I am seeking funds.
6. My business has **NOT** received any direct COVID-19 relief funding from the:
 - New Jersey Economic Development Authority (NJEDA);
 - New Jersey Redevelopment Authority (NJRA);
(excluding payments to landlords under the Small Business Lease Emergency Assistance Grant Program)
 - Or any other state business recovery program (excluding unemployment compensation from the Department of Labor and Workforce Development) including the:
 - New Jersey Department of Community Affairs Neighborhood Revitalization Tax Credit (DCA NRTC)
 - Neighborhood Preservation
 - Main Street New Jersey Programs.
7. My business will not use the funds to support wages, activities, or purchases that have **already received reimbursement** from any municipal, county, state, federal, foundation, or other private programs, including distributions from the unemployment insurance fund, the Paycheck Protection Program, SBA loans, and any form of federal CARES Act funding.
8. I will promptly return to the grantor any received funds that cannot be fully expended on eligible uses by December 30th, 2020 by no later than December 15th, 2020.
9. I will provide written documentation (i.e. invoices, receipts) to the grantor proving that I have fully expended the funds received before December 30th on one or more eligible uses.
10. I will only use funds for one or more of the following uses:
 - a. Commercial mortgage, rent, utilities and other bills relating to the physical location
 - b. Resources to get my business established online
 - c. Perishable inventory lost due to an interruption of business
 - d. Procurement of masks, gloves, and other personal protective equipment
 - e. Procurement of shield guards
 - f. Procurement of hand sanitizer and sanitizing wipes
 - g. Social distancing signage and decals

- h. Procurement of tables, chairs, and other furniture for outdoor dining
- i. Unreimbursed employee wages for activities dedicated to mitigating or responding to the COVID-19 public health emergency (excluding bonuses other than hazard pay and overtime)
- j. Expenses related to training and implement necessary and required protocols to continue operating the business, expenses related to the hiring and paying of employees necessary to implement protocols associated with screening, safety, security, cleaning, and sanitizing business premises to protect the employees and customers from COVID-19
- k. Costs for retooling and technology activities, space and technology upgrades to reopen and conduct business safely, including furniture, barriers, cement planters for pedlets/parklets and technology such as laptops, software, and touch-free credit card payment systems to accommodate social distancing.
- l. Job training, classes and/or technical assistance, including, but not limited to, pivoting or modifying the business model, and training for long-term sustainability planning.
- m. Payment of rent or fees for use of vacant or publicly owned space for outdoor or indoor dining, sales or outdoor programming
- n. Other COVID-19 response uses explicitly authorized by the New Jersey Department of Community Affairs

I certify under the penalties of perjury that I have read the above certification and my statements contained herein are true and correct to the best of my knowledge.

By: _____

Signature: _____

Title: _____

Date: _____