

NJEDA Small Business Improvement Grant Applicant Checklist

| Required Documents | |
|--------------------------|--|
| <input type="checkbox"/> | 1. Current NJ Tax Clearance Certificate, no older than six months from date of issuance. Business Tax Clearance Certification Required for Receiving State Grants, Incentives |
| <input type="checkbox"/> | 2. Formation documentation for applicant business as follows. Sole Proprietor: Certificate of Trade Name (filed with the County Clerk) LLC: Certificate of Formation Corporation: Certificate of Incorporation and Bylaws Not-for-profit: Certificate of Incorporation and Bylaws Out of State Business: if your business is not registered in the State of NJ you are ineligible for this grant. If your business was formed out of state but operates within the State of NJ, you must file a Certificate of Authority when registering the business in NJ and provide a copy. |
| <input type="checkbox"/> | 3. Ensure applicant has used registered business name by checking Business Name Search . |
| <input type="checkbox"/> | 4. Federal Tax Filings for three most recent, consecutive years, if available. |
| <input type="checkbox"/> | 5. WR-30 , payroll report or equivalent information for one quarter (three months) prior to application date. |
| <input type="checkbox"/> | 6. Fully completed Landlord Certification Form for businesses operating from a leased location. |
| <input type="checkbox"/> | 7. Current executed lease or recorded deed evidencing site control of the relevant property. |
| <input type="checkbox"/> | 8. Fully completed Certification of Non-involvement in Prohibited Activities in Russia or Belarus form for grants over \$25,000 only. |

| Eligibility Requirements | |
|--------------------------|--|
| <input type="checkbox"/> | 1. Applicant must be a small business, as defined by the SBA based on NAICS Code , at time of application and one quarter (three months) prior to the application date. Not-for-profit businesses are eligible. |
| <input type="checkbox"/> | 2. Project costs must meet \$5,000 minimum in total eligible costs, incurred on or after March 9, 2020, and within two years prior to application date. Project must have commenced no more than two years prior to the application date. |
| <input type="checkbox"/> | 3. Applicant must provide project cost documentation with corresponding proof of payment prior to the application date. Cost documentation can be invoices, store receipts, work orders or work contracts. Proof of payment can be bank statements, credit card statement, front and back copies of cleared checks, finance agreement or electronic payments. |
| <input type="checkbox"/> | 4. Reimbursable project costs are capital improvements, renovations, and the purchase of new furniture, fixtures, or equipment for the business location. Capital Improvements shall not include site acquisition, lease payments, purchase of vehicles and heavy equipment not permanently located at the building, structure, or facility. Capital improvements shall not include payroll, inventory, operating costs, landscaping, maintenance, utility payments, or any soft costs. ("Soft costs" means all costs associated with financing, design, engineering, legal, or real estate commissions, including but not limited |

| | |
|--------------------------|--|
| | to, architect fees, permit fees, loan origination and closing costs, construction management, freight and shipping delivery, early lease). |
| <input type="checkbox"/> | 5. Applicant must be a commercial business that is a tenant or owner, landlords are not eligible. |
| <input type="checkbox"/> | 6. Businesses are eligible for one grant per EIN. Businesses operating multiple locations under a single EIN are limited to one application only but, may pool project costs from multiple locations into a single application. |
| <input type="checkbox"/> | 7. Applicant must agree to pay the program's minimum wage requirements of the greater of \$15/hour or 120% of minimum wage unless employees are tipped, then 120% of minimum wage must be paid. <ul style="list-style-type: none"> – For grants under \$25,000 this is required for two (2) years after execution of the grant agreement. – For grants over \$25,000 this is required for four (4) years after execution of the grant agreement. |
| <input type="checkbox"/> | 8. Applicant must be in good standing with any prior NJEDA approvals. |
| <input type="checkbox"/> | 9. Applicant must be in substantial good standing with the NJ Department of Labor and Workforce Development, NJ Department of Environmental Protection and NJ Department of the Treasury as determined by each Department. |
| <input type="checkbox"/> | 10. Projects over \$50,000 Green Building Requirements apply. |
| <input type="checkbox"/> | 11. Applicants that used a contractor with four (4) or more total workforce employees must provide completed Affirmative Action Forms 1 and 2. Contractors include any individual, vendor, or business that completed construction, renovation, installation, assembly, repairs or configuration for hard construction, renovations, electrical, plumbing, and/or technology infrastructure improvements. NJEDA AA Form 1 – Initial Construction Project Workforce Report NJEDA AA Form 2 – Monthly Project Workforce Report |
| <input type="checkbox"/> | 12. Applicant must certify at time of application that it agrees to remain in the location(s) for at least two years for grants up to \$25,000, or at least four years for grants greater than \$25,000. |
| <input type="checkbox"/> | 13. If the applicant, or any person who controls the applicant or owns or controls more than one percent of the stock of the applicant, has applied for or received a license or a certification from the New Jersey Cannabis Regulatory Commission (NJ-CRC), the applicant is ineligible for this program. |
| <input type="checkbox"/> | 14. If the applicant, or any person who controls the applicant or owns or controls more than 1% of the stock of the applicant, is an officer or employee of any agency, authority or other instrumentality of the State of New Jersey, the applicant is ineligible for this program. |
| | |