

Sustain & Serve NJ – Phase 3 Application Webinar

March 2, 2022



Today's Presenters



**Tara Colton, Executive Vice President,
Economic Security**



**Emily Apple, Program Manager,
Economic Security**

About NJEDA

The New Jersey Economic Development Authority (NJEDA) serves as the State's principal agency for driving economic growth.

The NJEDA is committed to making New Jersey a national model for inclusive and sustainable economic development by focusing on key strategies to help build strong and dynamic communities, create good jobs for New Jersey residents, and provide pathways to a stronger and fairer economy. Through partnerships with a diverse range of stakeholders, the NJEDA creates and implements initiatives to enhance the economic vitality and quality of life in the State and strengthen New Jersey's long-term economic competitiveness.



HELPING TO BUILD A
STRONGER AND FAIRER
NEW JERSEY ECONOMY

Overall COVID-19 Relief Statistics



Awards Approved

94,000 +



Support Provided

\$710 Million

COVID-19 Economic Relief Package



Small Business Emergency Assistance Grant Program

80,596 applications approved for \$621.4 million in grants



Small Business Emergency Assistance Loan Program

245 applications approved for \$18.3 million in loans



Sustain & Serve NJ

\$45 million to support purchases of approximately 4.5 million meals



Small and Micro Business PPE Access Program

13,062 businesses approved for more than \$11.2 million in discounts



Programs to Mobilize Capital to Micro, Small, & Medium Sized Businesses (CDFIs)

400 applications approved for \$9.1 million in loans



Technical Assistance – SBA, E-Commerce, Business Consulting

538 applications assisted with services totaling \$537,668



Community Stage Relief Grant

36 venues received \$5,090,000

Sustain & Serve NJ by the Numbers (Phases 1 + 2)



Governor Murphy visits JRs in Long Branch, a participating restaurant of Fulfill (FoodBank of Monmouth and Ocean Counties) on February 4, 2022



Participating Restaurants

400+



Meals Distributed*

3.4 Million



Support Provided

\$34 Million

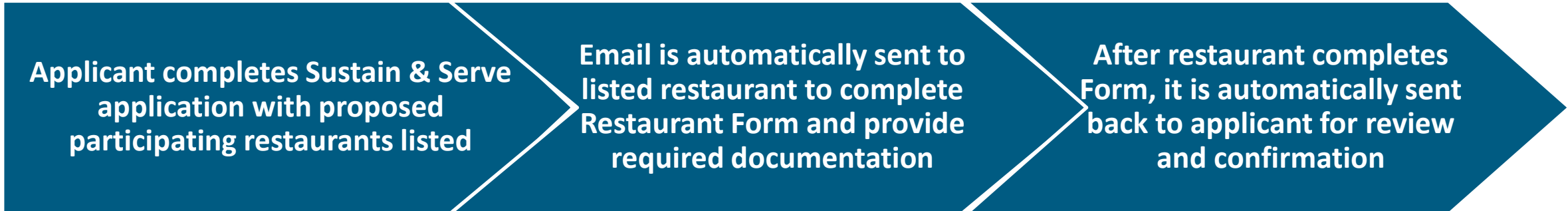
Governor Murphy announces \$10 million to fund Phase 3 of Sustain & Serve NJ at Tavern on George in New Brunswick, a participating restaurant of Soup Kitchen 411, on November 5, 2021



* Projected By March 31, 2022



SUSTAIN & SERVE NJ – PHASE 3



**ALL parts of the application process must be completed by
Friday, April 1 at 5:00 PM EST**

Applicants must have at least one confirmed restaurant by the application deadline to qualify for eligibility consideration

Application

Restaurant Form

Applicant Confirmation

EDA Review

1

2

3

4



SUSTAIN & SERVE NJ – PHASE 3

Reimbursement-based grants between \$100,000 and \$2 million to support meal purchases from NJ-based restaurants and distribution to community members

Program Size

\$10M

Applicant Eligibility

- ▶ **501(c)(3) and 501(c)(19) non-profit organizations** classified under one of the following North American Industry Classification System (NAICS) codes:
 - NAICS code 611 (Educational services)
 - NAICS code 62 (Social assistance and health care organizations)
 - NAICS code 813 (Religious, grantmaking, civic, professional, and similar organizations)
 - NAICS code 92 (Public administration)

- ▶ Check against the Federal System for Award Management (SAM) to ensure entity is not debarred

- ▶ In good standing with NJ Division of Taxation and NJ Department of Labor and Workforce Development (DOL)

- ▶ Demonstrated track record of **past meal purchases of at least 1,500 meals valued at \$25,000 or more** from NJ-based between March 9, 2020 and March 1, 2022
 - Meal donations from restaurants may be counted for up to 50% of the past purchase requirement, so long as the applicant can produce invoices from restaurant donors verifying the number of meals and monetary value of the donated meals.

- ▶ The organization has **experienced increased costs as a result of the pandemic's impacts**, which may be demonstrated through means including, but not limited to, increased levels of program service demand and delivery, uncompensated increases in service need, decreased revenue, or challenges covering payroll or other operating costs



ELIGIBLE EXPENSES

- ▶ All expenses are **reimbursement-based** (i.e., eligible expense must be first incurred by grantee then submitted to NJEDA for reimbursement)
- ▶ Up to **\$12 per meal**
- ▶ Direct **cost of meal purchases** associated with bulk purchasing of meals incurred between date of grant execution and December 31, 2022, for:
 - restaurant's costs of food and ingredients
 - labor
 - packaging, and facilities
 - delivery fees charged by the restaurant
 - any profit margin for the restaurant and grantee operational costs associated with implementation of the program
- ▶ Up to **10% of a grant award may be used toward operational costs** incurred by the grantee organization directly related to the implementation of Sustain & Serve NJ, limited to:
 - staff salaries and fringe (proportionate to the amount of staff time dedicated to the program)
 - mileage for meal deliveries completed by the grantee organization
 - payments to vendors that assist with monitoring and invoicing meal purchases (e.g., an accounting or professional services firm)
 - supplies needed to operate the program
- ▶ Grantees are **prohibited** from:
 - **reselling** any meals purchased with grant funding
 - distributing meals to **paid staff** of the grantee organization



PARTICIPATING RESTAURANT ELIGIBILITY

- ▶ Classified under NAICS code 722 'Food Services and Drinking Places' or 624210 'Community Meals, Social Services'*
- ▶ **50 or fewer full-time equivalent employees**, based on the company's most recently filed WR-30 with NJ Department of Labor and Workforce Development (DOL), or if no WR-30 is available, IRS form 1040 verifying the restaurant has no FTE employees
- ▶ Physical commercial location in **New Jersey**
- ▶ In operation as of **June 4, 2021**, and that they have been negatively impacted by the COVID-19 pandemic
- ▶ In **good standing** with the NJ Division of Taxation, NJDOL, and Division of Alcohol Beverage Control (if applicable)
- ▶ Check against the Federal System for Award Management (SAM) to ensure entity is **not debarred**
- ▶ Current and valid **health inspection certificate** or sanitary inspection report indicating a rating of 'Satisfactory' from 2020 or later

*Organizations classified under NAICS code 624210 'Community Meals, Social Services' are eligible to apply as a grant applicant or serve as a participating restaurant, but cannot be both

REQUIRED DOCUMENTATION

► Tax Clearance Certificate (TCC)

Access your TCC online through NJ Premier Business Services at https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp. Must be dated within the past six (6) months and have the listed agency as the NJ Economic Development Authority

► Invoices and receipts demonstrating past meal purchases

from NJ-based restaurants of at least 1,500 meals costing \$25,000 or more between March 9, 2020 and March 1, 2022

- Meal donations from restaurants may be counted for up to 50% of the past purchase requirement, so long as the applicant can produce invoices from restaurant donors verifying the number of meals and monetary value of the donated meals.

► Documentation verifying 501(c)(3) or 501(c)(19) status, as evidenced by any one of the following documents:

- US Internal Revenue Service (IRS) determination letter of exemption
- IRS Form 990, 990N, or 990EZ Return of Organization Exempt from Income Tax
- Proof of charity registration with the New Jersey Division of Consumer Affairs

► Documentation verifying **impact of the COVID-19 pandemic** on the organization, as evidenced by:

- For organizations in operation prior to February 15, 2020:
 - IRS Form 990 or 990EZ from 2019 and 2020
 - IRS Form 990N from 2019 and 2020 and organizational financial statements or audit from 2019 and 2020
- For organizations founded after February 15, 2020:
 - IRS Form 990 or 990EZ from 2020
 - IRS Form 990N from 2020 and organizational financial statements or audit from 2020
 - IRS Form 1023—Application for Recognition of Exemption and a statement of receipts and expenses as required by the IRS

PAST PURCHASE HISTORY VERIFICATION

All applicants are required to demonstrate past meal purchases of at least 1,500 meals valued at \$25,000 or more from NJ-based restaurants between March 9, 2020 and March 1, 2022

- ▶ Applicants must provide invoices or receipts demonstrating past purchase history
- ▶ Only the direct cost of meals will count toward minimum threshold (i.e., tax, delivery fee, tip are excluded from total)
- ▶ Receipts or invoices must include, at minimum:
 1. Restaurant name
 2. Date(s) of purchase
 3. Description of purchase(s)
 4. Quantity purchased
 5. Total cost
- ▶ Up to 50% of past purchase (i.e., up to 750 meals, \$12,500) may be from donated restaurant meals if the applicant is able to provide documentation from the restaurant attesting to quantity and monetary value of the meals provided

GUESTCHECK™

Date	Table	Guests	Server
4/15/20	6 pm Del.		86015

APPT-SOUP/SAL-ENTREE-VEG/POT-DESSERT-BEV

Grantee Name
Newark NJ 07103

Dinner

- 3 - meatloaf/ gravy
- tk meatloaf
- veggie patty
- vegetables

360 qty @ \$76.11 = \$2,830.00

NO TAX

THE CUTTING BOARD LLC

1275 Bloomfield Avenue
Fairfield, NJ 07004

Thank You — Please Come Again

COMMITTED PIG

The Committed Pig
28 West Park Place
Morristown, NJ 07960
(862) 260-9292

Order ID: 1069-14867

45 meatloaf:	\$450.00
30 mac & cheese:	\$300.00
subtotal:	\$750.00
tax:	exempt
total:	\$750.00

2020-06-10 13:39:50

AWARD CALCULATION

Grant request may include cost of meal purchases and operational costs

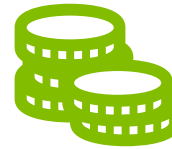
Grant Request

Between \$100,000 and \$2,000,000



Operational costs

Up to 10% of grant request



Balance for meal purchases



Balance for meal purchases



**Estimated average
cost per meal**

Maximum of \$12 per meal



Estimated number of meals

*To be purchased between approximately
June 1, 2022 and December 31, 2022*



APPLICATION WALKTHROUGH

**All parts of the Sustain & Serve NJ application
must be submitted by 5:00 PM on April 1, 2022**

PAGE 1. WELCOME

Applicants must review and certify they have read all instructions before proceeding

SSNJ-3 Grant Application

ECONOMIC DEVELOPMENT AUTHORITY NJEDA Sustain and Serve NJ Phase 3 Grant Application

welcome

Thank you for your interest in [Sustain and Serve NJ](#) Phase 3. Please read the instructions below before proceeding to the application.

Please see the [Sustain and Serve NJ webpage](#) on the NJ COVID-19 Business Portal for more information or contact ssnj@njeda.com with questions about the application or the program.

New Applicants

Applications for Sustain and Serve NJ are completed in three parts:

1. You (the applicant) are required to submit this application form, which includes listing proposed restaurants for meal purchases;
2. The restaurants you list will then receive an email from NJEDA, with instructions to complete a short form. Restaurants must complete that form if they wish to be eligible for meal purchases through Sustain and Serve NJ; and
3. You will receive restaurant form submissions by email, as they are completed; you must then review and confirm each one. These confirmations must be completed by the application deadline for consideration for meal purchase reimbursement through Sustain and Serve NJ.

Applicant Responsibility

- Tax Clearance Certificate. [See instructions on how to download your Tax Clearance Certificate](#). The listed agency must be the New Jersey Economic Development Authority and dated within six months of the date of application.
- Documentation verifying 501(c)(3) or 501(c)(19) status, as evidenced by any **one** of the following documents:

1. US Internal Revenue Service (IRS) determination letter of exemption (*If your organization's IRS determination letter was issued January 1, 2014 or later, you may be able to download the letter from the IRS website: [Tax Exempt Organization Search](#) | [Internal Revenue Service \(irs.gov\)](#)*)
2. IRS Form 990, 990N, or 990EZ Return of Organization Exempt from Income Tax
3. Proof of charity registration with the New Jersey Division of Consumer Affairs ([Pages - Charities Registration Section \(njconsumeraffairs.gov\)](#))

- Documentation verifying impact of the pandemic's increased demand for services and changing operational needs, either through decreased revenue or increased costs to the nonprofit, as evidenced by IRS Form 990, 990N, or 990EZ for 2019 and 2020. If an entity was formed after February 15, 2020, they are only required to submit 2020 filing. Any entity submitting a 990N must also submit organizational financial statements. If an entity has not yet had a 990 filing with the IRS, they may submit IRS Form 1023—Application for Recognition of Exemption and a statement of receipts and expenses as required by the IRS.
- Documentation verifying purchase of at least 1,500 meals from New Jersey-based restaurants costing at least \$25,000 between March 9, 2020 and March 1, 2022. Up to 50% of past purchases (i.e., up to 750 meals and \$12,500) can be from donated meals from restaurants if the applicant can produce invoices from restaurant donors verifying the number of meals and monetary value of the donated meals. Invoices must include, at minimum: restaurant name, date(s) of purchase, description of purchase(s), quantity purchased, and total cost.

Restaurant Responsibility

- Current and valid certification from a municipal and/or county government, with Satisfactory rating as per New Jersey Retail Food Establishment Rating system (e.g. risk-based assessment report, door placard copy, municipal or county health department report). See a [sample certification](#) and a [sample sanitary inspection report](#);

All applicants are responsible for ensuring restaurants have submitted required materials **and** applicants have completed review and confirmation by **5:00 PM on April 1, 2022**. Applicants should allow sufficient time for submission of both their and listed restaurants' materials.

PAGE 2. ORGANIZATIONAL INFORMATION

Organizations must provide their EIN, nonprofit status documentation, and NAICS code

Organizational Information

Employer Identification Number (EIN) *

The 9-digit federal tax ID number of your organization.

Industry

Entity Type *

What is the ownership structure of the applicant?

501(c)(3) or 501(c)(19) Verification Document *

or drag files here.

Applicants must provide any **1** of the following documents to verify 501(c)(3) or 501(c)(19) status:

- US Internal Revenue Service (IRS) determination letter of exemption (If your organization's IRS determination letter was issued January 1, 2014 or later, you may be able to download the letter from the IRS website: [Tax Exempt Organization Search](#) | [Internal Revenue Service \(irs.gov\)](#))
- IRS Form 990, 990N, or 990EZ Return of Organization Exempt from Income Tax
- Proof of charity registration with the New Jersey Division of Consumer Affairs ([Pages - Charities Registration Section \(njconsumeraffairs.gov\)](#))

Do you know the NAICS code of your organization?

Yes No

This is a six-digit number that corresponds to your company's industry. Learn more: [North American Industry Classification System \(NAICS\)](#)

NAICS Code *

PAGE 3. ORGANIZATION DETAILS

Applicants must provide an address, documents verifying religious or political activity (as applicable), and Tax Clearance Certificate

Organization Details

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

Business Name *

The full name of your registered legal entity.

Doing Business As (DBA)

If your organization operates under a different name.

State of Incorporation *

State in which your organization was originally registered when founded.

Website

Address

Physical Address *

Where your organization is physically located.

Is your mailing address the same as your business address? *

Yes No

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

Yes No

Does your organization engage in lobbying and/or political activities? *

Yes No

Tax Clearance Certificate *

or drag files here.

Download your Tax Clearance Certificate from the [New Jersey Division of Taxation](#). Tax Clearance Form must list the New Jersey Economic Development Authority as the agency and be dated in the past 6 months.

Religious Affiliation Form *

or drag files here.

Please upload a completed [Religious Activity Questionnaire](#)

Political Activity Form *

or drag files here.

Please upload a completed [Political Activity Questionnaire](#)

PAGE 3. ORGANIZATION DETAILS

Applicants must provide explanation on COVID impact—evidenced by IRS Form 990, organizational financial statements

COVID-19 Impact

Has your organization been impacted by the pandemic (since March 9, 2020) as defined as any of the following (check all that apply): *

- Increased levels of program service demand and delivery
- Uncompensated increases in service need
- Decreased revenue
- Challenges covering payroll and other operating costs
- Not Applicable

Was your organization in operation prior to February 15th, 2020? *

- Yes
- No

Please upload one of the following sets of documents to demonstrate your organization's increased costs: *

or drag files here.

Option 1: IRS Form 990 from 2019 and 2020

Option 2: IRS Form 990N from 2019 and 2020 **and** organizational financial statements or audit from 2019 and 2020

Was your organization in operation prior to February 15th, 2020? *

- Yes
- No

Please upload one of the following documents: *

or drag files here.

Option 1: IRS Form 990 from 2020

Option 2: IRS Form 990N from 2020 **and** organizational financial statements or audit from 2020

Option 3: If your organization has not submitted a 990 filing with the IRS, submit IRS Form 1023—Application for Recognition of Exemption and a statement of receipts and expenses as required by the IRS

Please provide your organization's mission statement *

PAGE 4. AUTHORIZED REPRESENTATIVE

Applicants must provide a point of contact for the application

Authorized Representative

Please provide us with your information.

Your Name *

Title *

Phone *

Alternate Phone

Email *

Email (confirm) *

Your email address is the primary method of contact from NJEDA. Please ensure it is correct.

[< Back](#)

[Next >](#)

PAGE 5. COVID-19 ASSISTANCE

Applicants list all federal aid they have received since March 9, 2020 directly related to COVID-19 relief

COVID-19 Assistance- Duplication of Benefit Affidavit

This affidavit must be completed by all businesses that are applying for, been awarded and/or receiving any assistance funded by the Sustain and Serve Phase 3 program being offered by the New Jersey Economic Development Authority (NJEDA), the information within this affidavit will provide the NJEDA with vital information for processing the application required by the Stafford Act Section 312 on Duplication of Benefits. You are an authorized Signor (Owner, CEO, or similar level of officer) for this entity. I hereby state and certify to the United States Federal Government and to NJEDA as follows:

Have you applied for any other COVID-19 Assistance? *

Yes

No

What programs have you applied for? *

Small Business Administration Paycheck Protection Program (PPP) Phase 1

Small Business Administration Paycheck Protection Program (PPP) Phase 2

Small Business Administration Economic Injury Disaster Grant (EIDG)

Small Business Administration Economic Injury Disaster Loan (EIDL)

Small Business Administration Shuttered Venues Grant

NJEDA Small Business Emergency Loan Assistance

NJEDA Small Business Emergency Grant Assistance Phase 1

NJEDA Small Business Emergency Grant Assistance Phase 2

NJEDA Small Business Emergency Grant Assistance Phase 3

NJEDA Small Business Emergency Grant Assistance Phase 4

CARES Act Funding From Local County

New Jersey Housing and Mortgage Finance Covid-19 Landlord Grant

New Jersey Small Business Lease Emergency Assistance Grant Program Phase 1

New Jersey Redevelopment Authority Small Business Lease Emergency Assistance Grant Program Phase 2

New Jersey Personal Protective Equipment (PPE) Access Program

NJEDA Small and Micro Business PPE Access Program Phase 2

CARES Act Funding From Local County

Status *

Approved/Applied for Amount *

Approved/Applied Date *

Purpose of Funds *

Total Program Amount Approved

\$0.00

PAGE 6. CAPACITY

Applicants must list and provide invoices demonstrating purchases of 1,500 meals costing at least \$25,000 between March 9, 2020 and March 1, 2022

Capacity

Please provide a brief description of your organization. *

Please fill in the table below detailing your activities from March 9, 2020 to March 1, 2022 making bulk meal purchases from New Jersey restaurants.

Applicants are not obligated to future purchases from restaurants listed in this section.

Applicants must list and provide documentation demonstrating purchases of 1,500 meals costing at least \$25,000 between March 9, 2020 and March 1, 2022.

Past meal purchasing activity

Only include meals purchased from New Jersey restaurants between March 9, 2020 and March 1, 2022

	Restaurant Name *	Restaurant Address *	Number of meals *	Total amount spent *	Avg \$/ Meal
⊗					
			Total: 0	Total: \$0.00	

+ Add Restaurant

Receipts / Invoices *

Upload or drag files here.

Applicants are required to upload receipts, invoices, or other documents verifying purchases totaling 1,500 meals costing at least \$25,000 as an attachment to this application. Receipts or invoices must, at minimum, include: restaurant name, date of purchase, quantity purchased, description of purchase, and total cost. Invoices that do not include these points may not be counted toward your minimum purchase total. Applicants may provide receipts totaling more than these amounts but are not required to do so to demonstrate eligibility for Sustain & Serve NJ. Up to 50% of past purchases (i.e., up to 750 meals and \$12,500) can be from donated meals from restaurants if the applicant can produce invoices from restaurant donors verifying the number of meals and monetary value of the donated meals.

Please provide a brief explanation of your activities since March 9, 2020 (as outlined in the above table) to purchase and distribute meals from New Jersey restaurants, including, but not limited to:

1. How did you select restaurants for participation?
2. How did you work with participating restaurants to make orders?
3. How did you manage meal distribution?

Activities *

PAGE 7. GRANT REQUEST

Applicants will input a total grant request and operating expenses, if applicable, up to 10% of award

Grant Request

Grant requests must total at least \$100,000 and be no greater than \$2,000,000 and should reflect projected meal purchases from approximately June through December 2022.

New for Phase 3, grant requests may include both the cost of meals up to \$12 per meal, as well as operational expenses for your organization directly associated with the implementation of Sustain & Serve NJ, limited to: staff salaries and fringe (proportionate to the amount of staff time dedicated to the program) mileage for meal deliveries completed by the grantee organization, vendors assisting with monitoring and invoicing of meal purchases (e.g., an accounting or professional services firm), and supplies.

What is your total grant request? *

\$2,000,000.00

Will your organization have increased costs directly related to services performed as a result of Sustain & Serve NJ Phase 3? *

Yes

No

What are your projected increased operating expenses directly associated with implementation of Sustain & Serve NJ from approximately June to December 2022? *

\$200,000.00

Operational expenses are included as part of your total request. Expenses may not exceed 10% of the total grant request. Eligible operational costs are limited to: staff salaries and fringe (proportionate to the amount of staff time dedicated to the program) mileage for meal deliveries completed by the grantee organization, vendors assisting with monitoring and invoicing of meal purchases (e.g., an accounting or professional services firm), and supplies.

Funding available for meal purchases from approximately June to December 2022

\$1,800,000.00

Estimated average cost per meal (up to \$12 per meal) *

\$12.00

Estimated number of meals to be purchased with grant

150,000

Projection should be based on purchases between approximately June to December 2022

I confirm that my Sustain and Serve NJ grant request is for \$2,000,000.00

Grant Request

Grant requests must total at least \$100,000 and be no greater than \$2,000,000 and should reflect projected meal purchases from approximately June through December 2022.

New for Phase 3, grant requests may include both the cost of meals up to \$12 per meal, as well as operational expenses for your organization directly associated with the implementation of Sustain & Serve NJ, limited to: staff salaries and fringe (proportionate to the amount of staff time dedicated to the program) mileage for meal deliveries completed by the grantee organization, vendors assisting with monitoring and invoicing of meal purchases (e.g., an accounting or professional services firm), and supplies.

What is your total grant request? *

\$2,000,000.00

Will your organization have increased costs directly related to services performed as a result of Sustain & Serve NJ Phase 3? *

Yes

No

Funding available for meal purchases from approximately June to December 2022

\$2,000,000.00

Estimated average cost per meal (up to \$12 per meal) *

\$12.00

Estimated number of meals to be purchased with grant

166,667

Projection should be based on purchases between approximately June to December 2022

I confirm that my Sustain and Serve NJ grant request is for \$2,000,000.00

PAGE 8. RESTAURANTS

Applicants are required to list the restaurants they plan to purchase meals from through the program. Listed restaurants will be required to complete information to verify eligibility for Sustain & Serve NJ

Restaurants

Please list all the restaurants you plan to purchase meals from through Sustain and Serve NJ.

Listed restaurants must adhere to eligibility standards outlined in the [Notice of Funding Availability](#). Restaurants will be sent a form via email they are required to fill out and submit supporting documentation for eligibility determination by April 1, 2022 at 5:00 PM. **Applicants are responsible for ensuring listed restaurants complete required restaurant form and submit all documents listed in the attachment checklist section of this application.** If no listed restaurants complete the restaurant form and submit required attachments by April 1, 2022 at 5:00 PM, an applicant is not eligible for Sustain and Serve NJ. Restaurants that do not submit a form and all required documents will not be eligible for Sustain and Serve NJ funds. You do **not** have to have purchased meals from restaurants listed in this section prior to March 1, 2022.

Applicants will have the ability to request additions and/or changes to participating restaurants after grant award, with all changes/additions at the NJEDA's discretion once all supporting documentation has been provided.

A [list of interested restaurants](#) is available as a resource that you may choose to reference when selecting participating restaurants. Inclusion on this list is not an endorsement from the New Jersey Economic Development Authority as to eligibility for Sustain and Serve NJ.

New applicants are required to list at least one restaurant. Failure to confirm at least one restaurant by the application deadline will make your organization's application for Sustain and Serve NJ automatically ineligible.

	Restaurant Name *	Contact Name *	Email *	Email (confirm) *
⊗				

+ Add Restaurant

PAGE 9. LEGAL QUESTIONNAIRE & CERTIFICATION

Applicants are required to answer a series of yes or no background questions pertaining to causes that may impact eligibility and certify all information provided in the application is truthful

Legal Questionnaire

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.

"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.

PAGE 10. CERTIFICATION OF 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 should be brought to the NJEDA's immediate attention.

I, THE UNDERSIGNED, HEREBY STATE:

- 1. I understand that if the information I have provided in this application 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.
- 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 NJEDA.
- 3. I certify that my organization is in good standing with the State of New Jersey's Department of Treasury and Division of Taxation (e.g. the firm has filed all mandatory Annual Reports and is current on obligations), and I authorize the NJEDA to verify such standing with that agency.
- 4. I certify that my organization is in good standing with the State of New Jersey's Department of Labor and I authorize the NJEDA to verify such standing with that agency.
- 5. I understand that I am responsible for providing to the Authority any necessary supporting information and documentation from the restaurant or restaurants I have designated in this application, whether that be as part of this application process, prior to grant agreement (if any), or, following execution of any grant agreement, as part of an audit the NJEDA, U.S. Treasury, or any other relevant State or federal entity may conduct.

- 6. I certify my understanding that an electronic signature of this Application and any Approval Letter or Agreement shall be a binding on the parties.
- 7. I certify that my organization is not in default with any other program administered by the State of New Jersey.

Confirmation

Please insure the accuracy of the information you have provided.

NJEDA
NJEDA
One Gateway Center 11-43 Raymond Plaza West
Newark, NJ 07094

(609) 649-8521
pwilliams@njeda.com
██████████

501(c)(3) nonprofit

Estimated meals to purchase: 7,500
Estimated average cost per meal: \$12.00

Grant request: \$100,000.00

- The information I have provided herein is accurate and truthful to the best of my knowledge.

Employer Identification Number (EIN) *

123456789

Electronic Signature

Pursuant to written policy, the New Jersey Economic Development Authority allows documents to be signed electronically and hereby agrees to be bound by such electronic signatures. Please confirm that you, as a signatory to this document, also agree to be bound by electronic signatures.

I, Patricia Williams, agree to be bound by electronic signatures.

I, Patricia Williams, am an Authorized Signer for NJEDA, and I accept the above terms and conditions.

Full Name *

Please type your full name to electronically sign this form.

After clicking Submit, you will not be able to update this application. Notice will be sent to the restaurants listed on page 7 of this application, and EDA will send you an email regarding next steps.

PAGE 10. APPLICATION RECEIVED



SSNJ-3 Grant Application

NJEDA Sustain and Serve NJ Phase 3 Grant Application

Application Received

Thank you for your application to Sustain and Serve NJ. We have received your application and have sent required materials to the restaurants listed in your application.

Please follow-up with the restaurants listed in your application to ensure that they submit required materials prior to the application deadline. You will receive a copy of each restaurant's submission via email that you must review and confirm by **April 1, 2022**.

Thank you again for your interest in helping sustain New Jersey's vibrant restaurant community.

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

A copy of your application has been emailed to you and is available for download below—we recommend printing it (and this page) for your records:

 [Grant Application \(SSNJ3-14\)](#)

RESTAURANT FORM

- ▶ If you choose to add restaurants, upon submission of application, emails will automatically be sent to listed restaurants from SSNJ@njeda.com requesting them to complete a form
- ▶ Restaurants will be asked to complete a brief form asking them to fill out and submit supporting documentation for eligibility determination by April 1, 2022 at 5:00 PM:
 - Organizational Information (e.g., Restaurant name, address, contact information)
 - Certification the restaurant was in operation on **June 4, 2021**
 - Brief explanation of COVID impact
 - Current Health Inspection Certificate demonstrating rating of 'Satisfactory'
- ▶ Upon completion of restaurant form, the form contents will be automatically sent to the original applicant to review and confirm. Once restaurant materials have been reviewed by the applicant, it will be included as part of your application.

RESTAURANT FORM CONFIRMATION

Upon completion of the restaurant form, applicants will receive an email with the submission and are required to review and confirm the materials are complete, accurate, and should be added to their application



A restaurant listed in your Sustain and Serve NJ grant application (test) has submitted their restaurant form.

You must review this information (attached and below) and submit a confirmation by 5:00 PM on April 1, 2022:

<https://forms.business.nj.gov/ssnj3/restaurant/review/?code=14-1-9-38>

If you do not approve of the restaurant's submitted information, you must contact the restaurant directly and instruct them to submit the form again (using the same link) with corrected information.

—NJEDA

Restaurant Name

Please review the materials that were submitted by this restaurant and emailed to you by NJEDA. As the applicant, you are responsible for their completeness.

If you find these materials to be unsatisfactory, you must contact the restaurant directly and instruct them to submit corrected materials using the same link again.

If you are satisfied with the materials submitted, please proceed to confirm your review.

Electronic Signature

Pursuant to written policy, the New Jersey Economic Development Authority allows documents to be signed electronically and hereby agrees to be bound by such electronic signatures. Please confirm that you, as a signatory to this document, also agree to be bound by electronic signatures.

I agree to be bound by electronic signatures.

I have reviewed the materials submitted by test and confirm the information is complete. I understand that I am responsible for providing to the Authority any additional supporting information and documentation from the restaurant, whether that be as part of this application process, prior to grant agreement (if any), or, following execution of any grant agreement, as part of an audit the NJEDA, U.S. Treasury, or any other relevant State or federal entity may conduct.

I am an Authorized Signer for and I accept the above terms and conditions.

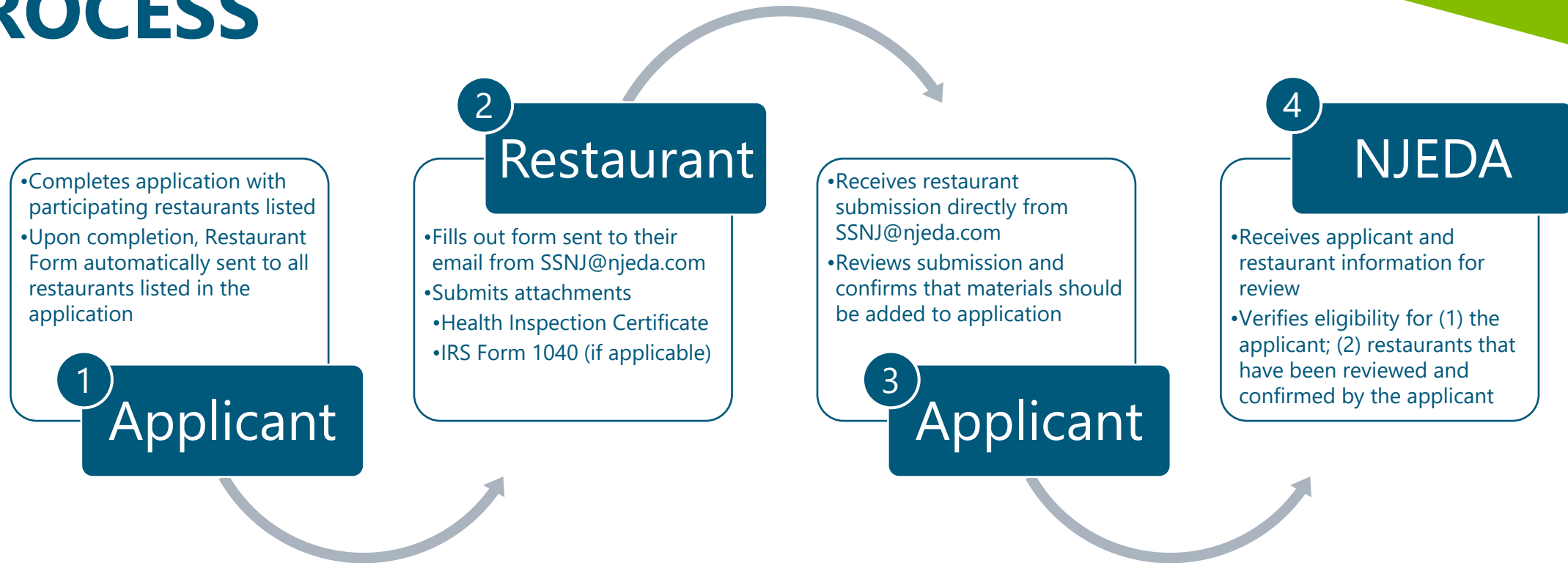
Full Name *

Please type your full name to electronically sign this form.

After clicking Confirm, NJEDA and test will be advised that you have completed this review of the restaurant's submission.

Confirm

SUSTAIN & SERVE APPLICATION PROCESS



All parts of the Sustain & Serve NJ application must be submitted by 5:00 PM on April 1, 2022



Visit <https://www.njeda.com/sustain-and-serve/> for more information and to access the application. Email SSNJ@njeda.com with your general questions.



@NewJerseyEDA