



## Food Retail Innovation in Delivery Grant (FRIDG)

### Application Checklist

The Food Retail Innovation in Delivery Grant (FRIDG) will provide grant funding to New Jersey retailers to purchase self-contained, temperature-controlled lockers. These lockers may be used for food storage and delivery within Authority designated Food Desert Communities (FDCs), and with the purpose of expanding food delivery opportunities and improving food access for FDC residents. The grant will provide up to \$250,000 to support the purchase of these lockers.

This document is meant to guide you through the application process. It is divided into two parts:

1. **Required Application Documents:** Here you will find a list of all the documents you will need to complete the application. The following is a list of required documentation to be uploaded in a PDF format for the FRIDG program application.
2. **Quick Start Guide for Application:** This is an overview of the application process. The table is organized by application section and all the information, along with the required documents, you will need to successfully complete the application.

### Required Application Documents

1. **Formation Document(s) Documentation** to verify applicant entity's name company. If your company is doing business as a DBA, you may be required to submit a Certificate of Alternative Name.
  - Sole Proprietor: Provide a [Certificate of Trade Name](#) (filed with the County Clerk)
  - LLC: [Certification of Formation](#)
  - Corporation: [Certificate of Incorporation and Bylaws](#)
  - Not-for-profit: [Certificate of Incorporation and Bylaws](#)
  - Out of State: If your entity 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 that certificate
2. **Current Tax Clearance Certificate** issued by the NJ Division of Taxation. [Directions for securing your tax clearance certificate.](#)

3. **Religious Affiliation Form:** The NJEDA requires that the following document be completed by designated personal: For a corporation, by a principal executive officer at least the level of vice president. For a partnership, by a federal 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.
  4. **USDA issued FNS SNAP License:** Most recent and valid copy of United States Department of Agriculture Food and Nutrition Service (USDA FNS) Supplemental Nutrition Assistance Program (SNAP) license for NJ retail location listed in application.
  5. **Equipment Purchase Quote:** provided by the equipment provider.
  6. **Equipment Photo(s):** *Optional*
  7. **Picture(s) of the proposed site location:** *Optional*
  8. **Landlord Certification Form:** Applicable only if an applicant does not own the property where the locker will be sited.
- Deed or Property Tax Statement or Mortgage Payment:** Applicable only if an applicant owns the property where the locker will be sited.
9. **CBO bonus has supporting documentation:** Applicable only if applying for 5% bonus tied to Retailer/CBO partnership. Memorandum of Understanding or Letter of Support or Letter of Intent or partnership contact/agreement with a social service community-based organization.
  10. **NJEDA Required Documentation:** The NJEDA requires that the following information be completed by designated personal: For a corporation, by a principal executive officer at least the level of vice president. For a partnership, by a federal 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.
    - **Legal Questionnaire**
    - **Certification of Non-Involvement in Prohibited Activities in Russia or Belarus**
    - **Application Certifications**

## Food Retail Innovation in Delivery Grant (FRIDG)

### Quick Start Guide for Application

#### Application Instructions:

1. The application for FRIDG program can be accessed [here](#) starting April 25,2023. There is a non-refundable \$1,000 fee that must be submitted with the FRIDG application.
2. To complete the application successfully, you will need to upload required documents in pdf format. Please refer to the 'Required Application Document' section.

3. Prepare all documents separately for each section and attach as a PDF file
4. Please be sure to save your application frequently to avoid any information loss and save the link provided if you intend to return to the application at a later time.

Application Overview	
Application Section	Required Information
<b>I. Applicant Eligibility:</b> All applicants must answer the questions in this section to be considered for the FRIDG grant.	<input type="checkbox"/> Food retailer category: <ul style="list-style-type: none"> <li>▪ Independent supermarket</li> <li>▪ Independent supermarket operator</li> <li>▪ Cooperative retailer</li> <li>▪ Chain supermarket</li> <li>▪ Mass merchandiser</li> </ul> <input type="checkbox"/> Physical retail location in NJ <input type="checkbox"/> USDA FNS authorization to accept SNAP benefits online
<b>II. Applicant Contact Information</b>	<input type="checkbox"/> Primary point of contact <input type="checkbox"/> Consultant information (if applicable) <input type="checkbox"/> Legal Counsel information <input type="checkbox"/> Accountant information <input type="checkbox"/> Media contact
<b>III. Applicant Organization Information:</b> Applicant must provide information about the company that is applying for the FRIDG program.	<input type="checkbox"/> Business name <ul style="list-style-type: none"> <li>○ Must match name on your formation documents. This can be verified at: <a href="https://njportal.com/BusinessNameSearch">Business Name Search (njportal.com)</a></li> </ul> <input type="checkbox"/> Doing Business As (DBA) information <input type="checkbox"/> Entity type <input type="checkbox"/> Food retailer category <input type="checkbox"/> Date the business was established <input type="checkbox"/> Question related to whether the applicant owns or controls more than 1% of stock or is an officer or employee of any agency, authority, or other instrumentality of the State of NJ. <ul style="list-style-type: none"> <li>○ Please note that if the applicant answers “YES” to this question, the applicant is not eligible for the grant program.</li> </ul> <input type="checkbox"/> Mailing address <input type="checkbox"/> Country of incorporation/formation <input type="checkbox"/> State of incorporation/formation of the business <input type="checkbox"/> Federal Employer Identification Number (FEIN) <input type="checkbox"/> NJ Tax ID number <input type="checkbox"/> Business phone number <input type="checkbox"/> Business website <input type="checkbox"/> High-level description of the applicant company <ul style="list-style-type: none"> <li>○ May include company’s mission statement, market/customer base the applicant serves, and/or reason(s) for applying for this grant.</li> </ul> <input type="checkbox"/> North American Industry Classification System (NAICS) Code

	<ul style="list-style-type: none"> <li>○ Please be sure to use the same code as listed on your most recent business tax filing: <u>North American Industry Classification System (NAICS) U.S. Census Bureau</u></li> <li><input type="checkbox"/> NJ Tax Clearance Certificate</li> <li><input type="checkbox"/> Religious Affiliation Form</li> <li><input type="checkbox"/> Applicants must state if they have previously received any assistance from NJEDA.</li> <li><input type="checkbox"/> Cannabis Questionnaire</li> <li>○ For additional information, applicants may review the statute at <u>N.J.S.A. 24:61-49(c)(2)(a)</u></li> <li><input type="checkbox"/> Food retailer type</li> <li><input type="checkbox"/> Address of retail location in NJ <ul style="list-style-type: none"> <li>○ If the applicant has more than one location, they must provide information of the location on the USDA FNS SNAP license and the closest to the location where the locker will be placed.</li> </ul> </li> <li><input type="checkbox"/> USDA FNS SNAP license number and copy of the license</li> </ul>
<p><b>IV. Project Proposal:</b> In this section you will be asked information about the locker to be purchased.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Equipment Information <ul style="list-style-type: none"> <li>○ To be eligible for the FRIDG program, the locker must meet the following minimum standards (<i>two temperature settings, notification system, outside placement, 4 units, cross-contamination prevention, security features</i>)</li> </ul> </li> <li><input type="checkbox"/> Name, phone number, and website of the equipment provider</li> <li><input type="checkbox"/> Product name and number</li> <li><input type="checkbox"/> Equipment purchase quote <ul style="list-style-type: none"> <li>○ Please note that evidence of any signed contract, purchase order, or deposit for the purchase of the temperature-controller locker made prior to the date of application will result in declination.</li> </ul> </li> <li><input type="checkbox"/> Equipment photos</li> </ul>
<p><b>V. Project Site Details</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed locker location <ul style="list-style-type: none"> <li>○ Please reference the <a href="#">FDC map</a> to ensure that the selected location is within the boundary of the selected FDC.</li> </ul> </li> <li><input type="checkbox"/> Pictures of the proposed locker location</li> <li><input type="checkbox"/> Information on ownership proposed site <ul style="list-style-type: none"> <li>○ If leasing, upload a signed Landlord Certification Form</li> <li>○ If applicant owns the site, upload deed, property agreement, tax statement or mortgage payment</li> </ul> </li> <li><input type="checkbox"/> Installation costs Information <ul style="list-style-type: none"> <li>○ If installation is \$2,000 or more: <ul style="list-style-type: none"> <li>▪ Applicants must provide detailed explanation of any site modifications required prior to placing the locker at the selected site</li> <li>▪ PDF of cost breakdown estimates for any site modification</li> <li>▪ Installation costs with the award of a construction contract of \$2,000 or more are subject to Authority <a href="#">prevailing wage and affirmative action requirements and reporting</a> and must be conducted by <a href="#">Public Works Contractors</a> registered with the New Jersey Department of Labor and Workforce Development. A list of public Works Contractors can be found <a href="#">here</a>.</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> All applicants will be required to acknowledge the Prevailing Wage and Affirmative Action Requirements.</li> </ul>

<b>VI. Project Financing:</b> In this section, applicant will provide information about the self-container, temperature-controlled refrigerated locker to be purchased	<div> <input type="checkbox"/> Estimated cost of the equipment         </div> <div> <input type="checkbox"/> Estimated installation cost         </div> <div> <input type="checkbox"/> Estimated delivery costs         </div> <div> <input type="checkbox"/> Equipment purchase invoice         </div> <div> <input type="checkbox"/> Applicants must provide detailed information on how they will pay for the remainder of the locker cost (including additional site installation cost).           <ul style="list-style-type: none"> <li>FRIDG will cover between 30% to 50% of the total aggregated project cost (inclusive of equipment, delivery, and installation of the locker) up to \$250,000</li> </ul> </div> <p><b>Stackable Bonuses:</b> Applicants can indicate which bonus(es) the company would like to apply for.</p> <div> <input type="checkbox"/> 5% Bonus for selecting a FDC within the top 10 FDC           <ul style="list-style-type: none"> <li>Please reference the <a href="#">FDC list</a> and the <a href="#">FDC map</a> to confirm if your location falls within the top 10 FDCs.</li> </ul> </div> <div> <input type="checkbox"/> 5% Bonus for partnering with a social-service organization           <ul style="list-style-type: none"> <li>Memorandum of Understanding, Letter of Support or Letter of Intent, partnership contact/agreement with a social service community-based organization may be uploaded.</li> </ul> </div> <div> <input type="checkbox"/> 5% Bonus for waiving off delivery fees for SNAP online purchases         </div> <div> <input type="checkbox"/> 10% Bonus for waiving off delivery fees for ALL online purchases         </div>
<b>VII. Plan of Operation</b>	<div> <input type="checkbox"/> Information on locker accessibility           <ul style="list-style-type: none"> <li>Must be accessible to the general public for at least 12 hours per day, 7 days a week.</li> </ul> </div> <div> <input type="checkbox"/> Information on how FDC residents can access the lockers in an equitable manner         </div> <div> <input type="checkbox"/> Outreach plan to FDC residents         </div>
<b>VIII. Administrative and Compliance Requirements</b>	<div> <input type="checkbox"/> Diversity, Equity, &amp; Inclusion Information         </div> <div> <input type="checkbox"/> <a href="#">Legal Questionnaire</a> </div> <div> <input type="checkbox"/> <a href="#">Certificate of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L.2022,C.3</a> </div> <div> <input type="checkbox"/> <a href="#">Application Certification</a> </div>
<b>IX. Fee Acknowledgement and Electronic Signature</b>	<div> <input type="checkbox"/> A non-refundable fee of \$1,000 shall accompany every application.           <ul style="list-style-type: none"> <li>NJEDA will not review any application until the fee has been paid in full.</li> <li>Fees can be paid via Credit card. All applicants must include their unique Application ID # in their credit card transaction.</li> <li>Payment instructions will be emailed to all applicants. This email will come from <a href="mailto:NJEDAFeePaymentRequest@njeda.com">NJEDAFeePaymentRequest@njeda.com</a></li> </ul> </div> <div> <input type="checkbox"/> Electronic signature         </div>