



Food Desert Relief Tax Credit Auction

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 required documentation to be uploaded in a PDF format for the Food Desert Relief Tax Credit Auction application.
2. **Quick Start Guide for Application:** This is an overview of the application process. The table lists all the information, along with the required documents, you will need to provide to successfully complete the application.

Required Application Documents

1. **Formation Documents:** This documentation is used to verify the 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. Please note that only New Jersey Corporation Business Tax and Insurance Premiums Tax filers are eligible to participate in this program.
 - Sole Proprietor: [Provide a 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: 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. **Religious Affiliation Form:** Required if the applicant is involved in religious activities or religiously affiliated. The NJEDA requires that [this form](#) be completed by designated personnel: 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.
3. **Current Tax Clearance Certificate** issued by the NJ Division of Taxation. Directions for obtaining a tax clearance certificate are [here](#).
4. **NJEDA Required Documentation:** The NJEDA requires that the following information be completed by designated personnel: 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. If the application is being completed by someone with the appropriate authority, the application itself will contain these questions and certifications. If not, PDF forms must be downloaded, completed and signed by someone with the appropriate authority, and uploaded.

- [Legal Questionnaire](#)
- [Certification of Non-Involvement in Prohibited Activities in Russia or Belarus](#)
- [Application Certification](#)
- [Additional Application Certification](#)

5. **Documentation That Deposit Has Been Initiated:** A deposit equal to the lower of 10 percent of the total bid or \$500,000 must be initiated via wire transfer, AND documentation that the deposit has been initiated must be provided to NJEDA, by 5:00 PM ET on the application closing date or the bid will be considered incomplete and will be declined. If payment is initiated after the application is submitted but before 5:00 PM ET on the application closing date, the applicant must submit documentation to FDRTCAuction@njeda.gov. Please redact any bank account or personal identifying information.

Quick Start Guide for Application

Application Instructions:

1. The application for the Food Desert Tax Credit Auction can be accessed [here](#) starting on the application opening date, to be announced. To complete the application successfully, you will need to upload required documents in PDF format. Please refer to the “Required Application Documents” section.
2. Prepare all documents separately for each section and attach as a PDF file.
3. Please be sure to save your application frequently to avoid any information loss and save the link that is provided via email so that you can return to the application at a later time.

Questions about the auction must be submitted to FDRTCAuction@njeda.gov by 5:00 PM, fourteen (14) days before the application opening date, to be announced. Answers will be posted on a rolling basis, no later than seven days (7) before the application opening date.

Application Overview	
Application Section	Required Information
Applicant Eligibility	<input type="checkbox"/> Tax Credit Type Requested <ul style="list-style-type: none"> ○ Corporation Business Tax ○ Insurance Premiums Tax
Applicant Contact Information	<input type="checkbox"/> Primary point of contact <input type="checkbox"/> Authorized Representative (if different from primary point of contact) <input type="checkbox"/> CEO/Owner/Equivalent (if different from primary point of contact) <input type="checkbox"/> Consultant information (if applicable)

	<input type="checkbox"/> Legal Counsel information (if applicable) <input type="checkbox"/> Media contact (if applicable)
Applicant Organization Information	<input type="checkbox"/> Business name <ul style="list-style-type: none"> ○ Must match name on your formation documents. This can be verified at: Business Name Search (njportal.com) <input type="checkbox"/> Doing Business As (DBA) information <input type="checkbox"/> Entity type <input type="checkbox"/> Formation documents (see Required Documents) <input type="checkbox"/> Is the applicant, or any person who owns or controls more than 1% of the stock of the applicant, an officer or employee of any agency, authority, or other instrumentality of the State of New Jersey? <ul style="list-style-type: none"> ○ Please note that if the applicant answers “YES” to this question, the applicant is not eligible for the tax credit auction. <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"/> NJ Tax Clearance Certificate (see Required Documents) <input type="checkbox"/> Religious Affiliation Form, if applicable (see Required Documents) <input type="checkbox"/> Description of any previous any assistance received from NJEDA <input type="checkbox"/> Cannabis Questionnaire <ul style="list-style-type: none"> ○ For additional information, applicants may review the statute at N.J.S.A. 24:61-49(c)(2)(a)
Administrative and Compliance Requirements	<input type="checkbox"/> Diversity, Equity, & Inclusion information <input type="checkbox"/> Legal Questionnaire (see Required Documents) <input type="checkbox"/> Certificate of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L.2022,C.3 (see Required Documents) <input type="checkbox"/> Application Certification (see Required Documents) <input type="checkbox"/> Additional Application Certification (see Required Documents)
Deposit Acknowledgement and Electronic Signature	<input type="checkbox"/> An appropriate deposit shall accompany every application (equal to the lower of 10% of the total bid or \$500,000). Deposit must be paid via wire transfer. <input type="checkbox"/> Verification that wire transfer has been initiated. This MUST be submitted with the application or by email to FDRTCAuction@njeda.gov by 5:00 PM on the auction close date, or the application will be considered incomplete and will be declined. <input type="checkbox"/> Electronic signature

