



# Sample Application

# Reference Documents

We recommend consulting the following documents as you complete the NJ CELs application:

- [Frequently Asked Questions](#)
- [Scoring Criteria](#) (must score a minimum of 50 points)
- [List of Required Documents](#)
- [Map of Overburdened Communities](#)

All of these documents can be found on the NJ CELs website: <https://www.njeda.gov/njcels/>

**REMINDER:** Click on the “Save” button in the bottom right corner of the application as you work through it to save your progress.

Questions? Email [njcels@njeda.gov](mailto:njcels@njeda.gov)

## Welcome: New Jersey Clean Energy Loans (NJ CELs)

### Program Description:

Welcome to the New Jersey Clean Energy Loans (NJ CELs) Application.

NJ CELs was designed to disburse funding from the State Small Business Credit Initiative (SSBCI), a federal program administered by the US Department of Treasury. SSBCI is designed to cause and result in the lending and investment of private capital into small businesses, unlocking capital for businesses that would otherwise not have access to it.

NJ CELs aligns with the goals of SSBCI, as it aims to serve as a catalyst for the deployment of clean energy technologies that enable small businesses to create new jobs. It is a co-lending program that provides term loans to clean energy businesses and/or to finance clean energy projects alongside a financial institution. At least 50% of the project must be funded by one or more financial institutions. NJEDA loans will be between \$250,000 and \$10 million, for terms between 1 and 25 years.

The information provided in this application will be used for analysis and final decision.

To be eligible, businesses must have fewer than 750 employees, be seeking financing in New Jersey with a total loan amount between \$500,000 and \$20 million, and have a **term sheet from a financial institution**. Full eligibility requirements can be found on the NJ CELs [website](#).

There is a non-refundable \$1,000 fee to submit this application.

All NJ CELs loans are subject to NJEDA approval and review.

Prior to applying, applicants should complete the [Eligibility Self-Assessment](#) and review the [Scoring Criteria](#).

Since NJ CELs is a federally funded program, applicants will be required to download and sign the following certifications in the application to comply with federal guidelines:

- SSBCI Borrower Use of Proceeds and Conflict of Interest Certification
- SSBCI Sex Offender Borrower Certification
- SSBCI Borrower Certification Related to Business Enterprises Owned and Controlled by Socially and Economically Disadvantaged Individuals (SEDI Owned businesses)

If you have any questions, please email [njcels@njeda.com](mailto:njcels@njeda.com).

**Please make sure to hit "save" or "submit" on this application before closing this tab, otherwise all inputted information will be lost.** It may also be worth saving before clicking any external link, as this may close your tab in certain browsers.

**Additionally, please follow along with the [FAQ](#) as you fill this application.**

## Language Assistance:

ATENCIÓN: si habla **español**, los servicios de asistencia lingüística, gratuitos, están disponibles para usted enviando un correo electrónico a [languagehelp@njeda.com](mailto:languagehelp@njeda.com).

تنبيه: إذا كنت تتحدث اللغة العربية، فإن خدمات المساعدة اللغوية مجانية متاحة لك عبر إرسال بريد إلكتروني إلى [languagehelp@njeda.gov](mailto:languagehelp@njeda.gov)

注意: 如果您說粵語, 可以透過傳送電子郵件至 [languagehelp@njeda.com](mailto:languagehelp@njeda.com) 免費獲取語言協助服務。

注意: 如果您說普通話, 可以通过发送电子邮件至 [languagehelp@njeda.com](mailto:languagehelp@njeda.com) 免费获取语言协助服务。

ધ્યાન આપો: જો તમે ગુજરાતી બોલતા હોય તો, તમારા માટે [languagehelp@njeda.com](mailto:languagehelp@njeda.com) પર ઈ-મેઇલ કરવાથી ભાષા સહાય સેવાઓ મફતમાં ઉપલબ્ધ છે.

ध्यान दें: यदि आप हिंदी बोलते हैं, तो [languagehelp@njeda.com](mailto:languagehelp@njeda.com) पर ईमेल द्वारा, आप के लिए नि:शुल्क भाषा सहायता सेवाएं उपलब्ध हैं।

ATTENZIONE: se parla **italiano**, può usufruire gratuitamente di servizi di assistenza linguistica scrivendo all'indirizzo [languagehelp@njeda.com](mailto:languagehelp@njeda.com)

알림: 한국어를 사용하시는 경우, 언어 지원 서비스가 무료로 이메일 [languagehelp@njeda.com](mailto:languagehelp@njeda.com)을 통해 제공됩니다.

UWAGA: Jeśli mówisz **po polsku**, możesz uzyskać pomoc tłumacza bezpłatnie wysyłając e-mail pod adres [languagehelp@njeda.com](mailto:languagehelp@njeda.com).

ATENÇÃO: se você falar **português**, oferecemos serviços de apoio de idioma gratuitos. Envie um e-mail para [languagehelp@njeda.com](mailto:languagehelp@njeda.com).

ATTENTION: Kung nagsasalita ka ng **Tagalog**, magagamit mo ang libreng mga serbisyong tulong sa wika sa pamamagitan ng pag-email sa [languagehelp@njeda.com](mailto:languagehelp@njeda.com).

### Primary Point of Contact

Throughout the life of a project – from application, to approval, to closing, and to certification/servicing – NJEDA will need to engage with various members of your team. This section collects contact information for individuals we may need to speak with as part of this project.

Please provide contact information for the primary point of contact within the applicant company that NJEDA will keep updated on the status of this application.

**NOTE:** It is highly recommended that the primary point of contact be the individual that is currently filling out this application. If the primary point of contact is different than the individual that is currently filling out the application, the primary point of contact individual should select 'No' on the POC question below and then fill in the proceeding CEO Contact page to receive future correspondence about this application.

Salutation

First Name \*

Middle Initial

Last Name \*

Suffix

TIP: Please ensure that the name provided matches the signature on all uploaded documents.

Title \*

test

Email Address \*

test@test.com

Confirm Email Address \*

test@test.com

Phone Number \*

(111) 111-1111

Is the primary point of contact legally authorized to submit this application on behalf of the applicant company? \*

☒ Yes ☐ No

Legally authorized representative means one of the following:  
- by applicant's General Counsel or Chief Legal Officer (recommended)  
- for a corporation: a principal executive officer at least the level of vice president;  
- for a partnership: a general partner;  
- for a sole proprietorship: the proprietor;  
- for a governmental entity: the contact person (business administrator, manager, mayor, etc.);  
- for other than above: the person with legal responsibility for the application.

Is the primary point of contact the Chief Executive Officer/equivalent officer for North America operations, or equivalent highest-ranking executive for the applicant company? \*

☒ Yes ☐ No

Is the primary point of contact authorized to speak to the media on behalf of the company? \*

☒ Yes ☐ No

Primary Point of Contact Address \*

111 Test St.

Address Line 2

Trenton

New Jersey

10009

Selecting "NO" on these 3 questions will open the "Authorized Representative", "CEO", and "Media" contact pages, respectively (not included in this sample application).

## Accountant Information

NJEDA often works with an applicant company's internal or external accountants to confirm information included in the application and support on project certification and ongoing compliance requirements. If you would like, please provide the contact information for the applicant company's accountant that will support on this project.

**Would you like to designate an accountant contact? \***

☐ Yes ☒ No

Selecting "YES" will open additional "Accountant Information" contact fields.



TIP: Ensure all inputs match corresponding formation documents, financial statements and tax documents.

Applicant Organization

In this section, we are collecting information about the organization that is applying for assistance. We are focused on the primary applicant only. We may collect information on affiliates, parent companies, holding companies, or other related entities in the following sections of the application.

Applicant Organization Name \*

Test Business Inc

The full name of your registered legal entity. This name should match the name on your formation documents. If you are not sure of your legal entity name, please visit: <https://www.njportal.com/DOR/BusinessNameSearch/Search/BusinessName>

Applicant Doing Business As (DBA)

Entity Type \*

Limited Liability Partnership

Date Established \*

3/3/2021

Is the applicant, or any person who controls the applicant or owns or controls more than 1% of stock of the applicant, an officer or employee of any agency, authority or other instrumentality of the State of New Jersey? \*

☐ Yes ☒ No ☐ NA - Applicant Organization is Government Entity

Mailing address of the organization’s office location

Mailing Address \*

Test Address Street

Address Line 2

City

New Jersey

08625-0990

Applicant Country of Incorporation/Formation \*

United States

Applicant State of Incorporation/Formation

New Jersey

Formation Document(s)

Documentation to verify applicant entity's name – must provide company formation documents that relate to the entity applying (Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Certificate of Trade Name (filed at county clerk's office-for sole proprietors)

- **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.

or drag files here.

Applicant Federal Employer Identification Number (FEIN) \*

11-1111111

Applicant New Jersey Tax ID Number

Numerical

Applicant Organization's Phone Number \*

(609) 111-1111

Applicant Organization's Website

Please provide a high-level, 2-3 short paragraph description of the applicant company. This may include the type of business you are involved in, your company's mission statement, the markets or customer base the company serves, and any other information about your business that the NJEDA should understand to review your application. \*

Test

If the applicant organization has a Tax Clearance Certificate from the NJ Division of Taxation, please upload the information here.

or drag files here.

Please note this is not required at the time of application, but will be required prior to approval.

Certificates may be requested through the State of New Jersey's online [Premier Business Services \(PBS\) portal](#). Under the Tax & Revenue Center, select Tax Services, then select Business Incentive Tax Clearance. If the applicant's account is in compliance with its tax obligations and no liabilities exist, the Business Incentive Tax Clearance can be printed directly through PBS. [CLICK HERE](#) for instructions on how to secure your tax clearance certificate.

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

☐ Yes ☒ No

Please note that this requires additional questions to determine eligibility of the requested financial assistance.

Has the applicant, or any related entities, previously received NJEDA assistance? \*

☐ Yes ☒ No

TIP: Please ensure EIN# on Tax Clearance matches formation documents and financial/tax uploads

This is not required at the time of application, but will be required prior to approval.

Selecting "YES" will open additional fields

## Cannabis Questionnaire

Has the applicant applied for or been issued a license, including a conditional license, from the New Jersey Cannabis Regulatory Commission (NJ-CRC) to operate as a cannabis cultivator, cannabis manufacturer, cannabis wholesaler, cannabis distributor, cannabis retailer, or cannabis delivery service; or does the applicant employ or intend to employ, or is the applicant itself, a certified personal use cannabis handler to perform work for or on behalf of a cannabis establishment, distributor, or delivery service? \*

☐ Yes ☒ No

If the applicant is a property owner, developer, or operator of a project: is the property being used or intended for use, in whole or in part, (1) by or to benefit a cannabis cultivator, cannabis manufacturer, cannabis wholesaler, cannabis distributor, cannabis retailer, or cannabis delivery service, (2) to employ a certified personal use cannabis handler to perform work for or on behalf of a cannabis establishment, distributor, or delivery service, (3) by a person or entity that has applied or intends to apply to the New Jersey Cannabis Regulatory Commission (NJ-CRC) for a license to operate as a cannabis cultivator, cannabis manufacturer, cannabis wholesaler, cannabis distributor, cannabis retailer, or cannabis delivery service or has applied for certification to be, or intends to employ, a certified personal use cannabis handler to perform work for or on behalf of a cannabis establishment, distributor, or delivery service? \*

☐ Yes ☒ No

## Applicant Organization- Clean Energy Loans

How many full-time equivalent (FTE) employees does the applicant organization currently have? \*

3


FTEs are defined as follows:

- One full-time employee with a minimum of 40 hours of work per week, or a combined number of 40 part-time and seasonal employee hours per week.
- For example, if a business has 100 employees working full-time (week of 40 hours) and 50 employees working 20 hours per week, the total number of FTEs would be 125.
- For seasonal employees, the FTE count is based on a 2,080-hour year, so that an employee who works 520 hours per year counts as 0.25 FTEs.

A calculator for organizational FTE can be found on the [NJ CELs Current Employee Log](#), a filled version of which is required below. Please make sure to download this document to edit it.



Please upload a completed NJ CELs Current Employee Log. \*

Upload or drag files here.



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37.3 KB

Download log [here](#).

Does the applicant organization have two or more C-level executives? \*

No

TIP: Consult the FAQ document for how to calculate FTEs.

TIP: Ensure these two FTE counts match

Remember to review the [Scoring Criteria](#) to ensure you score at least 50 points before applying.

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**REMINDER:** Click on the “Save” button in the bottom right corner of the application as you work through it to save your progress.

## Clean Energy Project

What type(s) of clean energy technology does your Project involve? Please check all that apply. \*

- ☒ Solar power
 ☐ Onshore wind
 ☐ Offshore wind
 ☐ Electric battery storage
 ☐ Fuel-cell based storage
 ☐ Carbon capture technologies
 ☐ Non-combustion waste-to-energy technologies
 ☐ Wave energy
- ☐ Water use minimization technologies
 ☐ Carbon-reducing materials
 ☐ Nuclear energy
 ☐ Heat pumps and geothermal
 ☐ Run of river hydroelectric
 ☐ Recycling technologies or processes
 ☐ Manufacturing of finished or interim advanced technologies or components
 ☐ None of the above

Has the clean energy technology/product used in this Project previously been demonstrated in the U.S. or internationally? \*

Yes

"Demonstrated" means that, at a minimum, a prototype has been verified in an operational environmental.

Please provide a specific example of the clean energy technology’s demonstration or use, along with relevant supporting documentation (i.e. hyperlink to a website or news article, PDF/Word documentation relating to the project, etc.). \*

[Example of previous use, including links.]

Upload

or drag files here.

TIP: Partnering entities can be any contractors or other key parties involved in your business or project.

Have the business’s management team or partnering entities on the Project previously implemented any other project(s) involving the selected technology(s) above? \*

Yes

Please provide 1-3 examples of previous projects involving the chosen technology(s) and identify the individual or partnering entity/entities, their role on the past project(s), and their role on the proposed Project.

ⓧ Previous Project 1

Individual/Partnering Entity’s Name \*

Jane Doe/Solar Company LLC

Project Name \*

Past Solar Project

Project Location \*


Newark, NJ

Individual/Partnering Entity’s Role in Project \*

[Explain role in project]

Upload Supporting Document \*

Upload or drag files here.

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+ Add Previous Project

Is the technology used in your Project included in one of the below categories? \*

If “YES,” please note that these categories are not eligible for the NJ CELs program, so your project/business may not be eligible. **We recommended contacting a representative at njcels@njeda.gov before proceeding with the application.**

No

- Distribution or transmission utilities
- Conventional landfill operations
- Combustion-based waste-to-energy projects
- Natural gas projects

Which of these categories best describes your Project? Please check all that apply. \*

TIP: A “Clean Energy Project” can be a physical project (1<sup>st</sup> and 2<sup>nd</sup> options) OR the expansion of a business (3<sup>rd</sup> and 4<sup>th</sup> options).

☐ Financing a clean energy infrastructure project (for example, a solar-plus-energy storage distributed energy resource project)

☐ Installing and/or purchasing clean energy improvements at a small business's existing facility (for example, upgrading to high efficiency boilers at a business's factory or purchasing a zero-emission medium or heavy-duty electric vehicle)

☒ Creating or expanding a small business that manufactures clean energy products or their integral components for sale (for example, a manufacturer of electric vehicle batteries or their components)

☐ Creating or expanding a small business that offers clean energy services (or product sales and service) in the marketplace (for example, a small business that improves building envelopes through the installation of more energy efficient insulation, windows, and other envelope components)

☐ None of the above

In 1-2 paragraphs, please describe your Project. \*

TIP: If applying for a loan to expand a business, please describe the business and expansion plans here (your “Project”).

[Project or Business description, as applicable.]

## Project Location

**Please note:** Location requirements for this program must be maintained throughout the term of the loan.

**Please make sure to regularly click the "Save" button at the bottom of the page to save your progress.**

**Does the business have a physical office location in NJ? \***

Please refer to the New Jersey Clean Energy Loans program [FAQ](#) for clarification regarding what constitutes a physical office location.

**Please provide the address of the business's physical office location. \***




<input type="text" value="Trenton"/>	<input type="text" value="New Jersey"/>	<input type="text" value="08625-0990"/>
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If applying for a project, please provide the address of the proposed project.  
If applying for a business expansion, please provide the business's address.

**Please upload a lease or ownership document verifying the business's physical office location in New Jersey. \***

or drag files here.


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**Are at least 50% of the company's full-time employees working in New Jersey? \***

Please refer to the New Jersey Clean Energy Loans [FAQ](#) for the definition of full-time employee.



Please view the NJ Overburdened Communities map here: [NJ Environmental Justice Mapping, Assessment and Protection Tool \(EJMAP\) \(arcgis.com\)](#)

TIP: Refer to the FAQs for the definition of criteria pollutants.

TIP: Remember that the “Project” refers to the business expansion plans, if applicable.

## Benefits to Overburdened Communities

This section asks about the Project’s expected impact on Overburdened Communities in New Jersey.

A list of Overburdened Communities in New Jersey can be found [here](#). You can see if your Project’s location is in an Overburdened Community by entering the address into [this map](#) (click on the “Overburdened Communities” tab). If the area is shaded in blue, it is an Overburdened Community.

**Will this Project lead to reducing or avoiding criteria pollutants? \***

Yes

Criteria pollutants include the following six air pollutants: Ground-level ozone, particulate matter, carbon monoxide, lead, sulfur dioxide, and nitrogen dioxide. More information can be found on the NJ CELs [FAQ](#).

**Will the reduction / avoidance of criteria pollutants occur in an Overburdened Community in NJ? \***

Yes

**Will the reduction / avoidance of criteria pollutants occur at an address(es) listed above? \***

Yes

**Please describe in 3-6 sentences how the Project will result in a reduction or avoidance of criteria pollutants within the specified location, including which criteria pollutant(s). You may upload supporting documentation or references/hyperlinks as applicable. \***

[Describe in detail how this will occur.]

or drag files here.

**Will the Project result in a reduction in energy costs for individuals and / or businesses? \***

Yes

**Will the Project result in a reduction in energy costs for individuals and / or businesses in an Overburdened Community in New Jersey? \***

Yes

**Will the reduction in energy costs occur at or near the address(es) listed above? \***

Yes

**Please describe in 2-4 sentences how the Project will result in a reduction of energy costs for individuals and / or businesses in these communities and provide supporting documentation or references / hyperlinks as applicable. \***

[Explanation]

or drag files here.

### Greenhouse Gas Emissions

The questions in this section will not impact the applicant's eligibility or scoring for NJ CELs. These questions will be used only for reporting purposes.

**Will your Project generate renewable energy? \***

Yes

**Please enter the estimated amount of renewable energy generated by your Project over its entire lifetime, in kilowatt-hours (kWh):**

3,000

Please convert the kWh of renewable energy generated into greenhouse gas emissions avoided, by using the [EPA's Greenhouse Gas Equivalencies Calculator](#):

1. Step 1 – Select “Energy data”
2. Enter data – Select “Kilowatt-hours **avoided**”
3. Select “Convert Data”
4. View results – view the number of Metric Tons of Carbon Dioxide (CO2) equivalent

**Please enter the given Metric Tons of Carbon Dioxide (CO2) equivalent here:**

2.100

**Will your Project lead to energy savings (i.e. less fossil fuel-based energy used due to increased energy efficiency)? \***

No

TIP: This section is for reporting purposes only. Contact [njcels@njeda.gov](mailto:njcels@njeda.gov) with questions.

**REMINDER:** Click on the “Save” button in the bottom right corner of the application as you work through it to save your progress.

## Financing

Please tell us about the financing you are seeking for this Project.

**What is the total loan amount requested for this Project, including the amount requested from financial institution(s)? \***

Total loan amount must be between \$500,000 and \$20 million.



\$600,000.00

Eligible loan amounts range from \$500,000 to \$20 million.

**Please provide the loan amount you are requesting from the NJEDA for this Project. \***

NJEDA loan amount must be between \$250,000 and \$10 million.



\$250,000.00

Loans requested from the NJEDA must be between \$250,000 and \$10 million.

**Please provide the loan amount you are requesting from one or more financial institution(s) (not the NJEDA) for this Project. \***

Loans requested from financial institution(s) must match or exceed the loan requested from the NJEDA.



\$350,000.00

Loans requested from financial institution(s) must match or exceed those requested from the NJEDA.

Financial Institution(s)

Please provide the name of the financial institution serving as the primary co-lender for this Project. \*

[My Bank]

Please provide a primary point of contact for the above financial institution.

Name \*

Banking Contact Name

Title \*

Title

Email \*

bankingcontactemail@test.com

Confirm Email \*

bankingcontactemail@test.com

Phone \*

(609) 222-2222

Is this financial institution included in this list of NJEDA Premier Lenders? \*

No

The list of NJEDA Premier Lenders can be found [here](#).

Please upload the signed Clean Energy Lending certification from the financial institution, if you have it.

Upload


 or drag files here.

Certification template can be found [here](#).  
Please note: This is not required at the time of application, but will be required prior to approval.

Please upload a term sheet, letter of intent, draft agreement, commitment letter, or similar document from this financial institution. \*

Upload

 or drag files here.



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Would you like to add an additional financial institution? \*

No

The list of Premier Lenders can be found here: [Premier Lenders - NJEDA](#)

## Business Model

Please tell us a little bit about your organization's business model and the clean energy project you are seeking to finance.

### Project Summary

If applying for a loan to expand your business, please upload an Executive Summary of your business.

Please upload the Executive Summary of your Clean Energy Project. \*

Upload or drag files here.



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Is your Project expected to involve any construction, reconstruction, demolition, alteration, custom fabrication, repair work, or maintenance work, including painting and decorating? \*

No



Construction projects may be subject to federal and/or State environmental requirements, including but not limited to, the National Environmental Protection Act and New Jersey Executive Order No. 215 (Kean).

If your project involves new construction, additional information may be required, such as documentation from the New Jersey Department of Environmental Protection (NJDEP).

If your Project involves construction or any related activity listed above with a contract of \$2,000 or more, the Project will be required to comply with the [New Jersey Prevailing Wage Act](#) and [Affirmative Action](#). Please check this box to indicate that you are aware of and understand these requirements. If you have questions prior to proceeding with this application, please refer to the NJ CELs FAQ or contact us at [njcels@njeda.com](mailto:njcels@njeda.com).

☒ I am aware of and understand these requirements.

Remember to review the [Scoring Criteria](#) to ensure you score at least 50 points before applying.

TIP: Ensure these two FTE counts match

Please view the NJ Overburdened Communities map here: [NJ Environmental Justice Mapping, Assessment and Protection Tool \(EJMAP\) \(arcgis.com\)](#)

Projected Job Creation

Please fill out the [NJ CELs Projected Jobs Log](#) to report each new Full-Time Equivalent (FTE) position that this Project expects to create. These positions do not have to be limited to the applicant organization.


FTEs are defined as follows:

- One full-time employee with a minimum of 40 hours of work per week, or a combined number of 40 part-time and seasonal employee hours per week.
- For example, if a business has 100 employees working full-time (week of 40 hours) and 50 employees working 20 hours per week, the total number of FTEs would be 125.
- For seasonal employees, the FTE count is based on a 2,080-hour year, so that an employee who works 520 hours per year counts as 0.25 FTEs.

NJ CELs Projected Job Log \*

Upload

 or drag files here.

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Based on the NJ CELs Projected Jobs Log above, please input the number new Full-Time Equivalent positions created by your Project. \*

5

Please input the number of new Full-Time Equivalent positions created by your Project within Overburdened Communities. \*

3

A map of Overburdened Communities in New Jersey can be found [here](#).

Are all jobs expected to be created located in New Jersey? \*

Yes

Please fill out the NJ CELs Capital Expenses Sheet to report all projected capital expenses associated with the loan you are applying for. \*

Upload

 or drag files here.

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The NJ CELs Capital Expenses Sheet can be found [here](#).

### Diversity, Equity, & Inclusion

With which of the following does the majority owner of the applicant organization self-identify (if applicable)? \*

- ☐ Minority
- ☒ Woman
- ☐ Veteran
- ☐ LGBTQ
- ☐ Disabled
- ☐ None of the above
- ☐ Prefer not to answer

Please select which of the following State of New Jersey certifications the applicant organization currently holds. Please note that some of these options may impact the bonus award calculation of this application: \*

- ☐ Small Business Enterprise (SBE)
- ☐ Disadvantaged Business Enterprise (DBE)
- ☐ Minority-Owned Business Enterprise (MBE)
- ☒ Woman-Owned Business Enterprise (WBE)
- ☐ Veteran-Owned Business Enterprise (VOB)
- ☐ Disabled Veteran-Owned Business Enterprise (DVOB)
- ☐ None of the above
- ☐ Prefer not to answer

### Additional DE&I Information

In this section, we would like more information about any actions your organization has taken or is taking with respect to Diversity, Equity, and Inclusion

Please describe whether your organization’s leadership team is made up of a diverse group of individuals. Please provide as much detail as possible about the composition of your leadership team as it relates to groups that have been historically underrepresented (minority, woman, veteran, LGBTQ, disabled).

- ☒ Question is not applicable
- ☐ Prefer not to answer

Selecting “MINORITY” will open additional fields (not shown here).

Please describe whether your organization's Board of Directors is made up of a diverse group of individuals. Please provide as much detail as possible about the composition of your Board of Directors as it relates to groups that have been historically underrepresented (minority, woman, veteran, LGBTQ, disabled).

☒ Question is not applicable

☐ Prefer not to answer

In this section, we would like more information about any actions your organization has taken or is taking with respect to Diversity, Equity, and Inclusion.

☒ Question is not applicable

☐ Prefer not to answer

Please upload any documentation detailing diversity initiatives, if available.

or drag files here.

### Language Assistance

Is English your primary language? \*

Yes

Please identify which of the following languages is your primary language: \*

Other

Selecting "NO" will open a new field below asking if you would like an EDA provided interpreter in your native language to assist in the application process.



TIP: Refer to the FAQs or contact [njcels@njeda.gov](mailto:njcels@njeda.gov) with any questions related to these documents.

## Program Eligibility Uploads

**Financial Model:** Financial projections (income statement, cash flow statement, balance sheet, debt service schedule) for the next 5 years

Upload

or drag files here.



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## Power Purchase Agreement (PPA) (if applicable)

Upload

or drag files here.

## O&M Contract (if applicable)

Upload

or drag files here.

**Historical Financial Statements** (if available – if not available, please upload a document saying “Historical financial statements not available”) \*

Upload

or drag files here.



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## Fully Diluted Capitalization Table \*

Upload

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TIP: Refer to the FAQs or contact [njcels@njeda.gov](mailto:njcels@njeda.gov) with any questions related to these documents.

**WR-30 or NJ927 \***

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**IRS Form 941 \***

Upload

or drag files here.



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If you identified the applicant organization as having any of the following certifications in the previous section, please upload the relevant certificates below:

**NJ Minority-Owned Business Enterprise (MBE) Certification**

Upload

or drag files here.

**NJ Woman-Owned Business Enterprise (WBE) Certification**

Upload

or drag files here.

**NJ Veteran-Owned Business Enterprise (VOB) Certification**

Upload

or drag files here.

TIP: Refer to the FAQs for information on how to apply for these certifications.

## SSBCI Privacy Notice

**TIP:** “SSBCI” is the federal funding source for the NJ CELs program.

Information from this application will be shared with the U.S. Department of the Treasury (Treasury). Treasury has published a Privacy and Civil Liberties Impact Assessment that describes what Treasury will do with the information your business provides in this application. It can be found on the Treasury website. If you have any questions about this document, please email [Privacy@Treasury.gov](mailto:Privacy@Treasury.gov).

**PRIVACY ACT STATEMENT FOR SOLE PROPRIETORSHIPS:** The Privacy Act of 1974 (Privacy Act) protects certain information that the federal government has about “individuals” (United States citizens and lawfully admitted permanent residents). The Privacy Act does not generally apply to businesses, but some federal courts have found that this law applies to sole proprietors (they are deemed “individuals” under the Privacy Act). If you, as the applicant, are a sole proprietor, you may have rights under the Privacy Act.

**Authority:** Small Business Jobs Act of 2010 (SBJA), Title III, 12 U.S.C. § 5701 et seq., as amended by the American Rescue Plan Act of 2021 (ARPA), section 3301; Executive Order No. 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, 86 Fed. Reg. 7009 (January 25, 2021); and Interim Final Rule, State Small Business Credit Initiative; Demographics-Related Reporting Requirements, 87 Fed. Reg. 13628 (March 10, 2022).

**Purpose:** Information from this collection will be shared with Treasury. This information will be shared with Treasury so it can conduct oversight to ensure compliance with federal law, including requirements related to nondiscrimination and nondiscriminatory uses of federal funds. Treasury also receives this information (including any demographic information provided) to comply with reporting requirements under the authorities listed above and to advance fairness and opportunity in underserved communities in the allocation of federal resources.

**Routine Uses:** The information you furnish may be shared in accordance with the routine uses outlined in Treasury .013, Department of the Treasury Civil Rights Complaints and Compliance Review Files; Treasury .015, General Information Technology Access Account Records; and Treasury .017, Correspondence and Contact Information. For example, one routine use under Treasury .013 is to disclose pertinent information to appropriate agencies when Treasury becomes aware of a potential violation of civil or criminal law. Under this routine use, Treasury may disclose demographic information to the appropriate agencies if Treasury becomes aware of a violation of applicable antidiscrimination laws. More information about this and other routine uses can be found in the System of Records Notices (SORNs) listed above, which are posted on Treasury’s website.

**Disclosure:** Providing this information is voluntary. However, failure to furnish the requested information (except for the demographic information) may result in the denial of your application. Providing demographic information is optional. If you decline to provide this information, it will not adversely affect your application.

**REMINDER:** Click on the “Save” button in the bottom right corner of the application as you work through it to save your progress.

☒ I have read and accept this disclosure.

## SSBCI Eligibility Questions

What was the end date of the applicant organization's last fiscal year? \*

12/31/2022

What was the applicant organization's gross revenue in the last fiscal year? \*

\$0.00

What was the applicant organization's net income in the last fiscal year? \*

\$0.00

Is your organization a very small business as defined by SSBCI? \*

No

SSBCI defines a very small business as having fewer than 10 employees, including independent contractors and sole proprietors, at the time of loan / investment support.

Please identify your entity's primary source of private capital. \*

CDFI bank, thrift, credit union, or depository institution holding company

Please identify your entity's secondary source of private capital. \*

No secondary transaction source

Is your business located in a climate- or energy-impacted community? \*

No

A community is defined as climate- or energy-impacted if it is located in a census tract that is:

- **Climate Change: At or above the 90th percentile** for expected agriculture loss rate OR expected building loss rate OR expected population loss rate OR projected flood risk OR projected wildfire risk; OR
- **Energy: At or above the 90th percentile** for energy cost OR PM2.5 in the air.

Please hit the save button at the bottom of this page before proceeding to the link.

Please search for any address [on the Climate and Economic Justice Screening Tool](#), **click on the map** to select a census tract, and review the "Climate Change" and "Energy" indicators **on the right side or below the map** to determine whether you meet this definition.

**Please note:** Whether or not a community is identified as "disadvantaged" on this map is not relevant for the purposes of this question.

**NOTE: This question does not affect your score for NJ CELs. It is for reporting purposes only.**

Please search for any address [on the Climate and Economic Justice Screening Tool](#), **click on the map** to select a census tract, and review the "Climate Change" and "Energy" indicators **on the right side or below the map** to determine whether you meet this definition. Please note: Whether or not a community is identified as "disadvantaged" on this map is not relevant for the purposes of this question.

A community is defined as climate- or energy-impacted if it is located in a census tract that is:

- **Climate Change: At or above the 90th percentile** for expected agriculture loss rate OR expected building loss rate OR expected population loss rate OR projected flood risk OR projected wildfire risk; OR
- **Energy: At or above the 90th percentile** for energy cost OR PM2.5 in the air.

**Please indicate the primary purpose for which you will use the funds provided by the New Jersey Clean Energy Loans (NJ CELs) Program. \***

Convert, expand, or renovate buildings – energy efficiency

Please note, while the SSBCI funding source allows some uses, the NJ CELs Program may not. Please refer to the New Jersey Clean Energy Loans Program [FAQ](#) for clarification regarding eligible uses.

**Please indicate the secondary purpose for which you will use the funds provided by the New Jersey Clean Energy Loans Program. \***

Acquire inventory

**Will the NJ CELs investment be used for any construction, renovation, or any other real estate related functions? \***

No

**Is your organization involved in political lobbying activities? \***

No

**Is your business affiliated with another company / organization(s)? \***

Yes

For an explanation of affiliation in relation to SSBCI please see [13 C.F.R. § 121.103](#).

**Please provide the name(s) of the affiliated company / organization(s). \***

[Name of affiliated company]

**Does the affiliate company / organization(s) have employees to report? \***

Yes

**Please upload an employee log for each affiliate company / organization with employees to report. \***

or drag files here.

The employee log used to report affiliate employees is the same as that provided on behalf of the applicant organization earlier in this application.

A blank version of this form can be found here: [NJ CELs Current Employee Log](#)



Selecting "YES" to being involved in political lobbying activities will prompt you fill out the "Political Activity Questionnaire" and submit it with the application.

Selecting "YES" will prompt the applicant to upload an employee log for each affiliate company/organization with employees to report.

### Full-Time Equivalent Calculation

SSBCI requires that the labor of an organization be reported in full-time equivalent employees (FTEs), including employees of its affiliates, rounded to the nearest whole number, at the time of the closing of the SSBCI-supported loan or investment. This is determined by adding the number of full-time employees and number of part-time and seasonal employees as a fraction of a full-time employee.

For example, if a business has 100 employees working full-time (assume a full-time week of 40 hours) and 50 employees working 20 hours per week, the total number of FTEs would be 125. For seasonal employees, the FTE count is based on a 2,080-hour year, so that an employee who works 520 hours per year counts as 0.25 FTEs.

The FTE of your organization should be consistent with the calculations in the employee log your organization provided in the Program Eligibility section of this application. The FTE of affiliate organizations, if relevant to your application, should be equivalent to the sum of FTE calculated in the employee logs uploaded on their behalf.

In addition, SSBCI also requires the total number of employees, as defined by SBA (see [13 C.F.R. § 121.103](#) for the full definition). This number will be calculated in this application and will appear below, based on the information you provide.

**Please indicate the number of current full-time employees employed by the applicant organization. \***

3

**Please indicate the number of current part-time employees employed by the applicant organization. \***

1

**Please indicate the number of total hours worked per week by all current part-time employees employed by the applicant organization. \***

10

**Total hours worked on average per week by part-time employees.**

10

**Full Time Equivalent (FTE) from part-time employee labor.**

0.25

This is calculated by dividing the average part-time hours by 40, multiplying by part-time employee count and rounding to nearest whole number.

20 average hours on a single employee would thus be worth 1 FTE.

**TIP:** Refer to the NJ CELs Current Employees Log you previously completed as part of the application for this section.

**TIP:** These numbers will be automatically generated based on the information you provide. Compare them with the totals in your NJ CELs Current Employee Log to make sure the totals match.

TIP: Refer to the NJ CELs Current Employees Log you previously completed as part of the application for this section.

Please indicate the current number of temporary / seasonal employees employed by the applicant organization. \*

Please indicate the number of total hours worked in the last year by all seasonal/temporary employees of the applicant organization. \*

**Full-Time Equivalent (FTE) from seasonal/temporary employees**

0.00

This is calculated by dividing the yearly seasonal / temporary employee hours by 2080.

TIP: These numbers will be automatically generated based on the information you provide. Compare them with the totals in your NJ CELs Current Employee Log to make sure the totals match.

**Total number of employees for applicant organization**

4

**Full-Time Equivalent (FTE) for applicant organization**

3

This is a sum of all FTE labor sources (full-time, part-time, and seasonal / temporary employee calculations), rounded to the nearest whole number.

**Based on the full-time equivalent calculation, please provide an estimated number of full-time, part-time, and temporary jobs expected to be created as a direct result of the NJ CELs loan within no more than 2 fiscal years from the date of the loan closing. \***

Please round up the sum of these job categories (full-time, part-time and temporary) to the nearest whole number.

Please round up the sum of these job categories (full-time, part-time and temporary) to the nearest whole number.

**Based on the full-time equivalent calculation, please provide an estimated number of full-time, part-time, and temporary job losses averted as a direct result of the NJ CELs loan (not including jobs that were not at risk of being lost). These are jobs that would otherwise have been lost, had it not been for the loan. \***

Please round up the sum of these job categories (full-time, part-time and temporary) to the nearest whole number.



SSBCI Specific Demographic Information

Since SSBCI is a federal program, we are required to ask for additional demographic information beyond that required on the standard NJEDA Diversity, Equity, and Inclusion Questionnaire. **Some of the terms used below may be similar to the ones used on the previous page, but are distinct and defined below.**

Please fill out all fields as requested using the definitions given for each field.

This information is being collected to help ensure that communities' small business credit needs are being fulfilled and allow the federal government to analyze the populations that SSBCI funding is benefiting.

1. Minority-owned or controlled business status

For purposes of this form, **minority individual** means a natural person who identifies as American Indian or Alaska Native; Asian American; Black or African American; Native Hawaiian or Other Pacific Islander; Hispanic or Latino/a; or one or more than one of these groups.

For purposes of this form, an applicant is a **minority-owned or controlled business** if the business meets one or more of the following:

- (1) if privately owned, 51 percent or more is owned by minority individuals;
- (2) if publicly owned, 51 percent or more of the stock is owned by minority individuals;
- (3) in the case of a mutual institution, a majority of the board of directors, account holders, and the community which the institution services is predominantly comprised of minority individuals; or
- (4) one or more minority individuals have the power to exercise a controlling influence over the business.

Is the applicant a minority-owned or controlled business? \*

No

2. Women-owned or controlled business status

For purposes of this form, an applicant is a **women-owned or controlled business** if the business meets one or more of the following:

- (1) if privately owned, 51 percent or more is owned by females;
- (2) if publicly owned, 51 percent or more of the stock is owned by females;
- (3) in the case of a mutual institution, a majority of the board of directors, account holders, and the community which the institution services is predominantly comprised of females; or
- (4) one or more individuals who are females have the power to exercise a controlling influence over the business.

Is the applicant a women-owned or controlled business? \*

Yes

3. Veteran-owned or controlled business status

For purposes of this form, an applicant is a **veteran-owned or controlled business** if the business meets one or more of the following:

- (1) if privately owned, 51 percent or more is owned by veterans;
- (2) if publicly owned, 51 percent or more of the stock is owned by veterans;
- (3) in the case of a mutual institution, a majority of the board of directors, account holders, and the community which the institution services is predominantly comprised of veterans; or
- (4) one or more individuals who are veterans have the power to exercise a controlling influence over the business.

Is the applicant a veteran-owned or controlled business? \*

No

Although you already provided some of this information for NJEDA purposes, we are required to collect this information for federal reporting purposes.



Each principal owner of the applicant is encouraged to answer the questions below.

This information is being collected to help ensure that communities' small business credit needs are being fulfilled and allow SSBCI to analyze the populations that SSBCI funding is benefiting.

For purposes of this form, a **principal owner** of the applicant is a natural person who, directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns 25 percent or more of the equity of the business. If a trust owns, directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, 25 percent or more of the equity interests of the business, the trustee is a principal owner.

For each principal owner of the applicant, indicate which of the following categories the principal owner identifies with. Submit a separate copy of this table for each principal owner of the applicant (up to four).

Although you already provided some of this information for NJEDA purposes, we are required to collect this information for federal reporting purposes.

⊗ **Principal Owner 1**

**1. Ethnicity \***

☐ Hispanic or Latino/a ☐ Not Hispanic or Latino/a ☒ Prefer not to respond

**2. Race (select all that apply) \***

☐ American Indian or Alaska Native ☐ Native Hawaiian or Other Pacific Islander  
☐ Asian ☐ White  
☐ Black or African American ☒ Prefer not to respond

**3. Middle Eastern or North African Ancestry \***

☐ Middle Eastern or North African ☐ Not Middle Eastern or North African ☒ Prefer not to respond

**4. Gender \***

Female ▼

**5. Sexual Orientation \***

Prefer not to respond ▼

**6. Veteran Status \***

☐ Veteran ☐ Non-Veteran ☒ Prefer not to respond

### SSBCI Certifications

Please print and sign the following forms to meet SSBCI compliance requirements.  
Physical signatures are necessary for the following three documents:

[Borrower / Investee Use of Proceeds and Conflict of Interest Certification](#)


[Sex Offender Lender / Borrower Certification](#)

[Borrower/Investee Certification Related to Business Enterprises Owned and Controlled by Socially and Economically Disadvantaged Individuals \(SEDI-Owned Businesses\)](#)

**Borrower / Investee Use of Proceeds and Conflict of Interest Certification \***

Upload

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ⓧ

**Sex Offender Lender/Borrower Certification \***

Upload

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ⓧ

**Borrower/Investee Certification Related to Business Enterprises Owned and Controlled by Socially and Economically Disadvantaged Individuals (SEDI-Owned Businesses) \***

Upload

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ⓧ

☒ I agree to SSBCI compliance requirements. I understand that, as an approved company, maintaining this standard of performance is a requirement of ongoing participation. I agree to submit compliance documents as requested for continued monitoring during the allotted time frame for SSBCI funding.

## Duplication of Benefits Affidavit

This affidavit must be completed by all businesses that are applying for the New Jersey Clean Energy Loans program, have been awarded, and/or are receiving any assistance funded by the State Small Business Credit Initiative (SSBCI).

As 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:

Selecting "YES" will prompt you to identify what the other federally funded programs are.

### Have you applied for any other federally funded programs? \*

No



*Relevant assistance would have been issued after February 2020.*

### Award Description

*Please fill out the requested information for each of the programs which you have selected above, as well as any other federally funded program within the listed time period.*

+ Add Award

☒ I certify that there is no Duplication of Benefits and no other government funds were used for expenses beyond those detailed above.

## Applicant Representation

Is the individual filling out this application employed by the organization that is applying for the program? \*

Yes



Is the individual filling out this application one of the following:

- by applicant's General Counsel or Chief Legal Officer (recommended)
- for a corporation: a principal executive officer at least the level of vice president;
- for a partnership: a general partner;
- for a sole proprietorship: the proprietor;
- for a governmental entity: the contact person (business administrator, manager, mayor, etc.);
- for other than above: the person with legal responsibility for the application.

Yes



Please indicate which of the following best describes the individual filling out this application? \*

Principal Executive Officer at or above the minimum level of Vice President



Selecting "NO" here or below indicates that the primary applicant cannot legally represent their organization.

If "NO" is selected for either of these questions, the applicant is provided forms representing the following sections, with instructions requesting an authorized representative fill and sign them.

## Prevailing Wage and Affirmative Action

The Authority's affirmative action requirements, N.J.S.A. 34:1B-5.4, and prevailing wage requirements, N.J.S.A. 34:1B-5.1, shall apply to construction contracts at the production facility undertaken in connection with or as a condition of tax credits received under the program. Nothing in this subsection shall be construed as requiring affirmative action or the payment of prevailing wage for construction commencing more than three years after the Authority has issued the grant.

In addition to the requirements in above the Authority's affirmative action requirements, N.J.S.A. 34:1B-5.4, and prevailing wage requirements, N.J.S.A. 34:1B-5.1, shall apply to productions undertaken with financial assistance received under the New Jersey Clean Energy Loans program.

All contractors and subcontractors must be registered with the Public Works Contractor Registration Act. Effective April 1, 2020, contractors and subcontractors for construction contracts that require payment of prevailing wage must provide proof of registration under the Public Works Contractor Registration Act (N.J.S.A. 34:11-56.48 et seq.) The Act does not require proof of registration for such contracts that were awarded prior to April 1, 2020. Information regarding this Act can be found on the NJ Department of Labor's Website.

In addition, construction projects may be subject to federal and/or State environmental requirements, including but not limited to, the National Environmental Protection Act and New Jersey Executive Order No. 215 (Kean).

If your project involves new construction, additional information may be required, such as documentation from the New Jersey Department of Environmental Protection (NJDEP).

If you have any questions about these requirements, please contact your NJEDA representative before submitting this application.

- ☒ I acknowledge any construction on this project, undertaken either by the applicant or as a result of this application, is subject to prevailing wage and affirmative action requirements.

## Legal Questionnaire

**Applicant Name: [Test Business Inc]**

Please note “Applicant” includes individuals and all types of entities applying for and receiving NJEDA financial assistance, incentives or contracts, including but not limited to: for profit businesses, non-profit organizations, municipalities, counties, colleges, universities and other institutions of higher learning.

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.

**Note that this form has recently been modified.**

**Please review this form 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. This includes (however is not limited to):

- entities or persons having an ownership interest in the applicant of 30% or greater;
- entities in which an applicant holds an ownership interest of 30% or greater and are either named in the application and agreement or will receive a direct benefit from the financing, incentive or other agreement with NJEDA; and
- other 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 NJEDA.

“Legal Proceedings” means any civil, criminal, or administrative or regulatory proceedings in a State or Federal court or administrative tribunal in the United States or any territories thereof.

RELEVANT AFFILIATES

In accordance with the above, please identify any individuals or entities that hold a **30% or more ownership in the applicant:**

Are there any individuals or entities that hold a 30% or more ownership interest in the applicant? \*

No

Applicant-Owned Affiliates

In accordance with the above, please identify any entities in which the **applicant holds a 30% or more interest**, and are either named in the application and/or agreement, or will receive a direct benefit from the financing, incentive, or other agreement with NJEDA.

+ Add Applicant-Owned Affiliate

Other Affiliates

In accordance with the above, please identify any other entities not already identified that are either named in the application and/or agreement, or that will receive a direct benefit from the financing, incentive, or other agreement with NJEDA:

+ Add Other Affiliate

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.



Part A. Past Proceedings

Has Applicant, or any identified Affiliates of Applicant, been found or conceded or admitted to being guilty, liable or responsible in any Legal Proceeding, or conceded or admitted to facts in any Legal Proceedings that demonstrate responsibility for any of the following violations or conduct? (Any civil or criminal decisions or verdicts that have been vacated or expunged need not be reported.)

1. Commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract, or subcontract there under, or in the performance of such contract or subcontract. \*

No

2. Violation of the Federal Organized Crime Control Act of 1970, or commission of embezzlement, theft, fraud, forgery, bribery, falsification or destruction of records, perjury, false swearing, receiving stolen property, obstruction of justice, or any other offense indicating a lack of business integrity or honesty. \*

No

3. Violation of the Federal or State antitrust statutes, or of the Federal Anti-Kickback Act (18 U.S.C.874). \*

No

4. Violation of any law governing the conduct of elections of the Federal Government, State of New Jersey or of its political subdivision. \*

No

5. Violation of the “Law Against Discrimination” (P.L. 1945, c169, N.J.S.A. 10:5-1 et seq., as supplemented by P.L. 1975, c127), or of the act banning discrimination in public works employment (N.J.S.A. 10:2-1 et seq.) or of the act prohibiting discrimination by industries engaged in defense work in the employment of persons therein (P.L. 1942, c114, N.J.S.A. 10:1-10, et seq.). \*

No

6. To the best of your knowledge, after reasonable inquiry, violation of any laws governing hours of labor, minimum wage standards, prevailing wage standards, discrimination in wages, or child labor. \*

No

7. To the best of your knowledge, after reasonable inquiry, violation of any law governing the conduct of occupations or professions of regulated industries. \*

No

8. Debarment by any department, agency, or instrumentality of the State or Federal government. \*

No



**9. Violation of the Conflict of Interest Law, N.J.S.A. 52:13D-12 et seq., including any of the following prohibitions on vendor activities representing a conflict of interest, or failure to report a solicitation as set forth below:**

- (i) No person shall pay, offer or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any Authority officer or employee or special Authority officer or employee, as defined by N.J.S.A. 52:13D-13(b) and (e), with which such person transacts or offers or proposes to transact business, or to any member of the immediate family as defined by N.J.S.A. 52:13D-13(i), of any such officer or employee, or partnership, firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13(g).
- (ii) The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any Authority officer or employee or special Authority officer or employee from any person shall be reported in writing by the person to the Attorney General and the NJEDA Ethics Liaison Officer.
- (iii) No person may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such person to, any Authority officer or employee or special Authority officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to the Authority, or with any person, firm or entity with which he or she is employed or associated or in which he or she has an interest within the meaning of N.J.S.A. 52:13D-13(g). Any relationships subject to this subsection shall be reported in writing to the NJEDA Ethics Liaison Officer and the State Ethics Commission, which may grant a waiver of this restriction upon application of the Authority officer or employee or special Authority officer or employee upon a finding that the present or proposed relationship does not present the potential, actually or appearance of a conflict of interest.
- (iv) No person shall influence, or attempt to influence or cause to be influenced, any Authority officer or employee or special Authority officer or employee in his or her capacity in any manner which might tend to impair the objectivity or independence of judgment of the officer or employee.
- (v) No person shall cause or influence, or attempt to cause or influence, any Authority officer or employee or special Authority officer or employee to use, or attempt to use, his or her official position to secure unwarranted privileges or advantages for the person or any other person.

No

**10. Violation of any State or Federal law that may bear upon a lack of responsibility or moral integrity, or that may provide other compelling reasons for disqualification. Your responses to the foregoing question should include, but not be limited to, the violation of the following laws, without regard to whether there was any monetary award, damages, verdict, assessment or penalty, except that any violation of any environmental law in category (v) below need not be reported where the monetary award, damages, etc. amounted to less than \$1 million.**

- (i) Laws banning or prohibiting discrimination or harassment in the workplace.
- (ii) Laws prohibiting or banning any form of forced, slave, or compulsory labor.
- (iii) The New Jersey Conscientious Employee Protection Act, N. J. Stat. Ann. § 34:19-1 et seq., or other "Whistleblower Laws" that protect employees from retaliation for disclosing, or threatening to disclose, to a supervisor or to a public body an activity, policy or practice of the employer, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law.
- (iv) Securities or tax laws resulting in a finding of fraud or fraudulent conduct.
- (v) Environmental laws, where the monetary award, penalties, damages, etc. amounted to more than \$1 million.
- (vii) Laws banning anti-competitive dumping of goods.
- (viii) Anti-terrorist laws.
- (ix) Criminal laws involving commission of any felony or indictable offense under State or Federal law.
- (x) Laws banning human rights abuses.
- (xi) Laws banning the trade of goods or services to enemies of the United States.

No

Part B. Pending Proceedings

11. To the best of your knowledge, after reasonable inquiry, are Applicant, or any identified Affiliates, a party to pending Legal Proceedings wherein any of the offenses or violations described in questions 1-10 above are alleged or asserted against such entity or person? With respect to laws banning or prohibiting discrimination or harassment in the workplace, please provide only information pertaining to any class action lawsuits or individual lawsuits alleging violations under the New Jersey Law Against Discrimination. \*

No

If the answer to any of the foregoing questions is affirmative, you must provide the following information as an attachment to the application: (i) the case name and court/administrative agency (including jurisdiction and venue) in which such matters were tried or are pending; (ii) the charges or claims adjudicated or alleged; and (iii) status of the matter (e.g. Pending Dismissed following Settlement, Dismissed following Motion, etc.).

**Please Note:** An Applicant may refer to or attach specific provisions of a 10-K/Q or other filings with the U.S. Securities and Exchange Commission (SEC); however, the Applicant should be aware that different laws apply to disclosures to the Authority. This means that the Authority does not have the same types of materiality thresholds as the SEC. The Applicant is expected to supplement its SEC filings to ensure that all relevant matters are disclosed to the Authority, including any matters that were below the SEC's materiality threshold and any matters that may have occurred after its most recent filing.

**Please Note:** Eligibility is determined based on the information presented in the completed Application. If, at any time while engaged with the Authority the Applicant should become aware of any facts that materially alter or change its answers, or that render any of them incomplete or inaccurate, the Applicant has a duty to promptly report such facts to the Authority in writing. The Authority reserves the right to require additional clarifying or explanatory information from the Applicant regarding the answers given, to ask additional questions not contained in this Legal Questionnaire, and to perform its own due diligence investigations and searches.

Legal Questionnaire Addendum

Upload

 or drag files here.

Certification of Legal Questionnaire and Authorization to Release Information

This certification shall be signed as follows:

- by applicant’s General Counsel or Chief Legal Officer (recommended); or
- for a corporation, by a principal executive officer at least the level of vice president;
- for a partnership, by a general 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.

I hereby represent and certify that I have reviewed the information contained in this Legal Questionnaire, and that the foregoing information is true and complete under penalty of perjury. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment. I further agree to inform the New Jersey Economic Development Authority of any changes in the foregoing information which may occur prior to execution of any agreement with the Authority, and so long as any such agreement is in effect. Failure to disclose relevant matters may render the Applicant ineligible for the financial benefits sought and may subject the Applicant to disqualification, debarment, suspension, or referral to the office of the state’s Attorney General.

The undersigned, on behalf of the Applicant, understands and acknowledges that information and documents provided to the New Jersey Economic Development Authority: (1) are subject to public disclosure during deliberations of the Authority at public meetings regarding the application and as set forth in the minutes of the Authority’s public meetings; and (2) are subject to public disclosure under certain laws, including, but not limited to, the Open Public Records Act, N.J.S.A. 47A:1-1 et seq., and the common law right-to-know.

Electronic Signatures

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.

Legal Questionnaire Electronic Signature \*

TEST SIGNATURE

Title \*

Chief Executive Officer



## CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS PURSUANT TO P.L. 2022, C. 3

**Program Name:** New Jersey Clean Energy Loans (NJ CELs)

**Applicant Name:** Test Business Inc

**Applicant Doing Business As:**

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([P.L. 2022, c.3](#)) any person or entity (hereinafter 'Applicant') that seeks to be approved for or continue to receive an economic development subsidy from the New Jersey Economic Development Authority must complete the certification below indicating whether or not the Applicant is engaged in prohibited activities in Russia or Belarus. If the New Jersey Economic Development Authority finds that an Applicant has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

### Certification

I, the undersigned, have read and reviewed the Department of the Treasury's List: (<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>) of entities engaged in prohibited activities in Russia or Belarus, and having done so certify (must check one appropriate box and complete the Authorized Signature section below):

#### Certification \*

- ☒ A. That the Applicant is not identified on the Department of the Treasury's list of entities engaged in prohibited activities in Russia or Belarus and is not engaged in prohibited activities in Russia or Belarus. OR
- ☐ B. That I am unable to certify as to "A" above because the Applicant is identified on the Department of the Treasury's list of entities engaged in prohibited activities in Russia and/or Belarus. OR
- ☐ C. That I am unable to certify as to "A" above because the Applicant, though not identified on the Department of the Treasury's list of entities engaged in prohibited activities in Russia or Belarus, is engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the Applicant's activity in Russia and/or Belarus is set forth below.

**If applicable, provide Additional Certification of Federal License**

I, the undersigned, certify that Applicant is currently engaged in activity in Russia and/or Belarus, but is doing so consistent with federal law and/or regulation and/or license. Provide a detailed description of how the Applicant's activity in Russia and/or Belarus is consistent with federal law, or is within the requirements of the federal license.

**Additional Certification**

**Authorized Signature**

I understand that if the above statements are willfully false, I shall be subject to penalty.

**Name of Applicant Authorized Representative**

test test


**Title of Applicant Authorized Representative**


test

**Applicant FEIN or Taxpayer ID**

11-1111111

**Signature \***





draw

type

# Certification of Application

PLEASE NOTE:

Eligibility of financial assistance by the New Jersey Economic Development Authority is determined by the information presented in this application and the required attachments and schedules. Any changes in the status of the proposed project from the facts presented herein could disqualify the project. Only Board Members of the governing board of the particular program for which you are applying, by resolution, may take action to determine project eligibility and to authorize the issuance of funds.

I, test test, THE UNDERSIGNED, BEING DULY SWORN UPON MY OATH SAY:

I affirm, represent, and warrant that the information contained in this application and in all associated attachments submitted herewith is to the best of my knowledge true and complete and that the funding applied for herein is not for personal, family, or household purposes. \*

Yes

I understand that if such information 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. \*

Yes

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. \*

Yes

I authorize the NJEDA to provide information submitted to it by or on behalf of the applicant to any bank or State agency which might participate in the requested financing with the NJEDA. \*

Yes

I certify my understanding that an electronic signature of this Application and any Approval Letter or Agreement shall be a binding on the parties. \*

Yes

I certify that the applicant organization is not in default with any other program administered by the State of New Jersey. \*

Yes

## Fee Acknowledgment

☒ I acknowledge that there is a \$1,000 non-refundable application fee payable to NJEDA prior to this application being deemed complete.

Please select a payment method: \*

Credit Card



Please hit save to generate the correct Application ID.

### Pay by Credit Card Instructions

Application ID#: NJCELO-004

Amount Due: \$1,000

Please read this information carefully.

An email will be sent to test@test.com. This email will provide instructions and a link to make the credit card fee payment. **The payment must be completed before the NJEDA will begin reviewing the application.**

The email will come from [NJEDAFeePaymentRequest@njeda.com](mailto:NJEDAFeePaymentRequest@njeda.com). Please check your spam/junk folders if you do not see the email in your inbox.

TIP: Your application is not deemed complete until you pay the application fee. Please ensure you pay the fee on the day you submit the application for a timely review process. Contact [njcels@njeda.gov](mailto:njcels@njeda.gov) with questions.



# Electronic Signature

☒ I agree to be bound by electronic signatures



Full Name \*

TEST

Title \*

CEO

Signature \*

Date \*

9/20/2023



## Application Submission

Thank you for your interest in the New Jersey Clean Energy Loans program. Your application is now complete.

If you are ready to submit this application to the NJEDA for review, please click the Submit button.

If you would like to make any changes to the application at this point, please click the Back button.

**If there is any additional supporting documentation that you would like to provide, please use the upload button below.**

Upload

or drag files here.

**Full Name \***

**Title \***

**Date \***

9/20/2023

