NJ EDA
ECONOMIC DEVELOPMENT AUTHORITY

How to Complete the FFE Receipt Submission Form

Programmatic Reminders

- Once a grant agreement with NJEDA is executed, 50% of your total grant award will be disbursed to the bank account you provided.
- You will have **3 months** from the day funding is disbursed to purchase FFE and submit a completed FFE Receipt Submission Form showing total eligible costs equal to or more than 50% of your award.
  - **This 3-month deadline applies to both the first and second payment.**
  - **If you miss this deadline, you may be in default of your grant agreement and may need to pay back funds.**

General Guidance

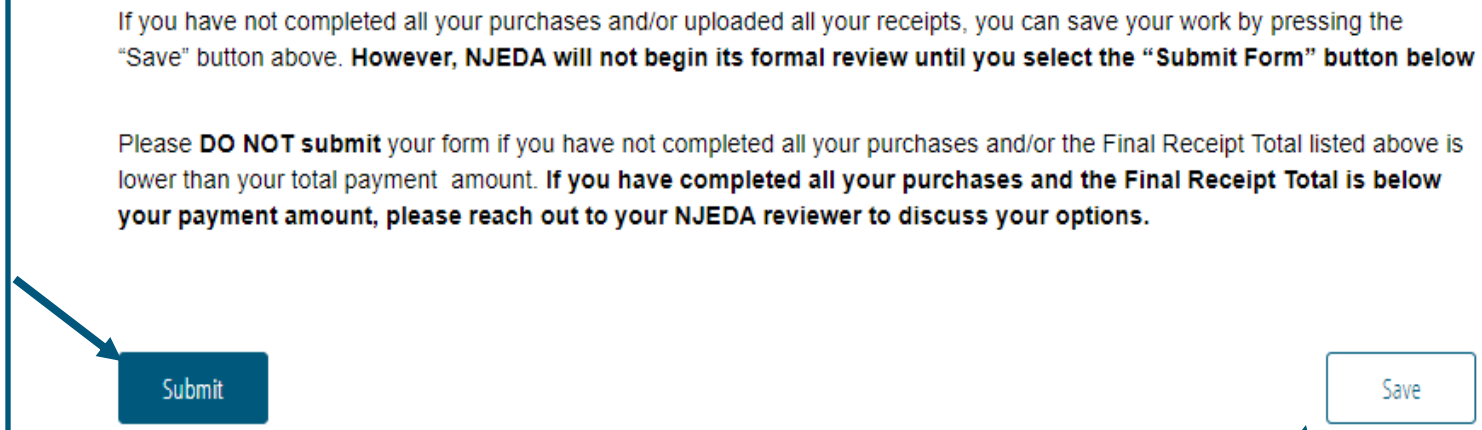
You will receive an email with the link to start a new FFE Receipt Submission Form. If you can't find the email, contact your NJEDA reviewer.

You are required to submit one receipt submission form for each disbursement of funds. Only submit the form once you complete all your purchases for your payment.

- Submit the form for your **first payment** when the Final Receipt Total is equal to or exceeds your total grant payment amount.

- Submit the form for your **second payment** when the Final Receipt Total is equal to or exceeds:
  1) Your grant payment amount, or
  2) Your grant payment amount minus the overage from your first submission

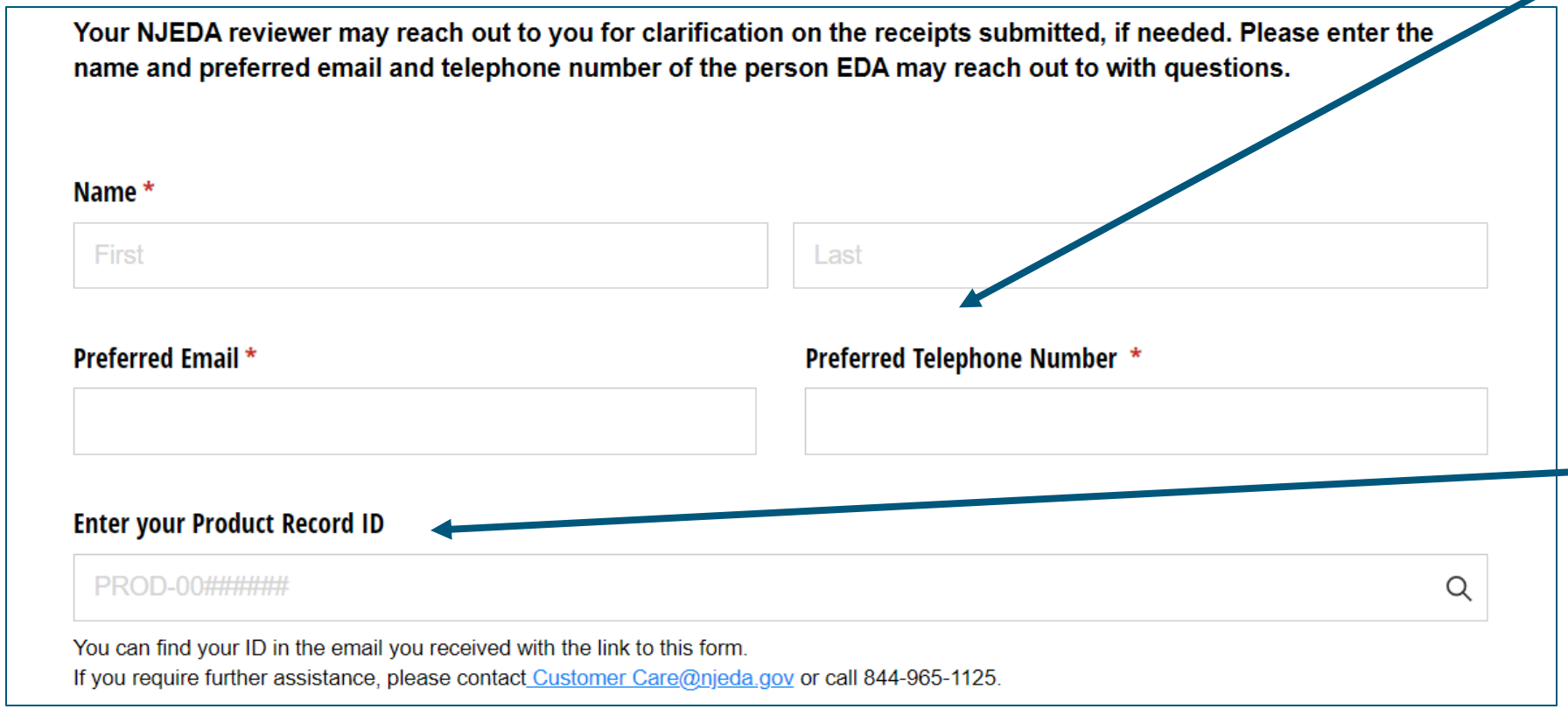
For example: If your grant award is $20,000, your payment amount would be $10,000. If your first submission has a Final Receipt Total of $11,000, that is an overage of $1,000, so your second submission would need to have a Final Receipt Total of at least $9,000.



If you made some of your purchases and started completing this form but are not ready to submit, use the **Save** button.

This will save your progress and allow you pick up where you left off. When you click **Save**, a unique link will be emailed to you from 'no-reply@njeda.com'. Use that link to return to this form at any time and add more receipts. Always remember to press **Save** at the bottom of this page before exiting the page.

Step 1: Contact Information



Please enter the Grantee's contact information. If you have a preferred email or telephone number that is different from the one listed at the time of application, enter that new information here.

Enter your Product Record ID. You can find your Product Record ID in the email you received with the link to this form.

It is very important that you enter the correct ID as it appears in the email you received. If you do not, the EDA has no way of knowing you submitted a form, despite any confirmation email you may receive.

Step 2: Which payment is this for?

Which payment are these receipts for? *

(•) First payment ( ) Second payment

Select which payment you are submitting receipts for.

You will receive an error message if you:

Select "Second Payment" when you have not yet submitted your First Payment form. You cannot start the Second Payment form until you have completed and submitted the First Payment form.

A Receipt Submission Form has not been submitted for the first payment for this Product Record ID. Please select "first payment.

Select "First Payment" once you have already submitted your First Payment form. If you submitted the form in error and need to make changes, contact your NJEDA reviewer.

Warning: An FFE Receipt Submission Form has already been submitted for this Product Record ID for the **First payment**. Only one form may be submitted per payment. Your NJEDA Application Reviewer will reach out when they have begun to review the receipts you have submitted. If you need to correct the information that was submitted or add additional information, you will have an opportunity to do so at that time.

Step 3: Receipt Upload

Provide the name of the store you made your purchase from (ex: Amazon, Lowes, Home Depot, etc.).

Provide the total amount listed on your receipt even if not all items are eligible. You will be able to exclude ineligible purchases in the next step.

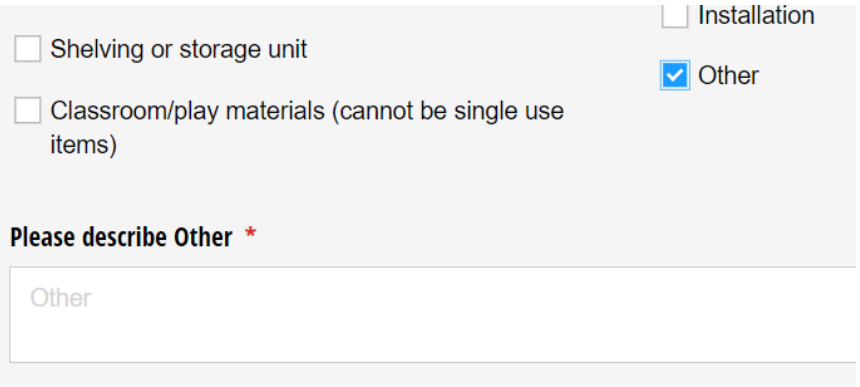
Step 3 Cont.: Verifying Your Purchases

Please select all the items that are included in this receipt.*

Describe any receipt item(s) not included in the categories below by selecting the “other” category.

- [ ] Smoke detector, carbon monoxide detector, or fire extinguisher
- [ ] Child-proofing mechanisms or safety barriers
- [ ] Diaper-Changing Unit
- [ ] Sleeping cot/crib
- [ ] Child-friendly furniture
- [ ] Electronics/technology directly related to the care of children (smartboard, tablet, etc)
- [ ] Shelving or storage unit
- [ ] Classroom/play materials (cannot be single use items)
- [ ] Appliances (Washer/Dryer, Refrigerator/Freezer, Microwave, Stove)
- [ ] Portable sink
- [ ] Outdoor play equipment materials
- [ ] Security System/Cameras
- [ ] Shipping/Delivery
- [ ] Tax
- [ ] Installation
- [ ] Other

- Select the category that most accurately describes every item listed on the receipt.
- If an item you purchased is not listed, or you are unsure which category it would best fit in, select "Other" and describe the item in the window that opens below.

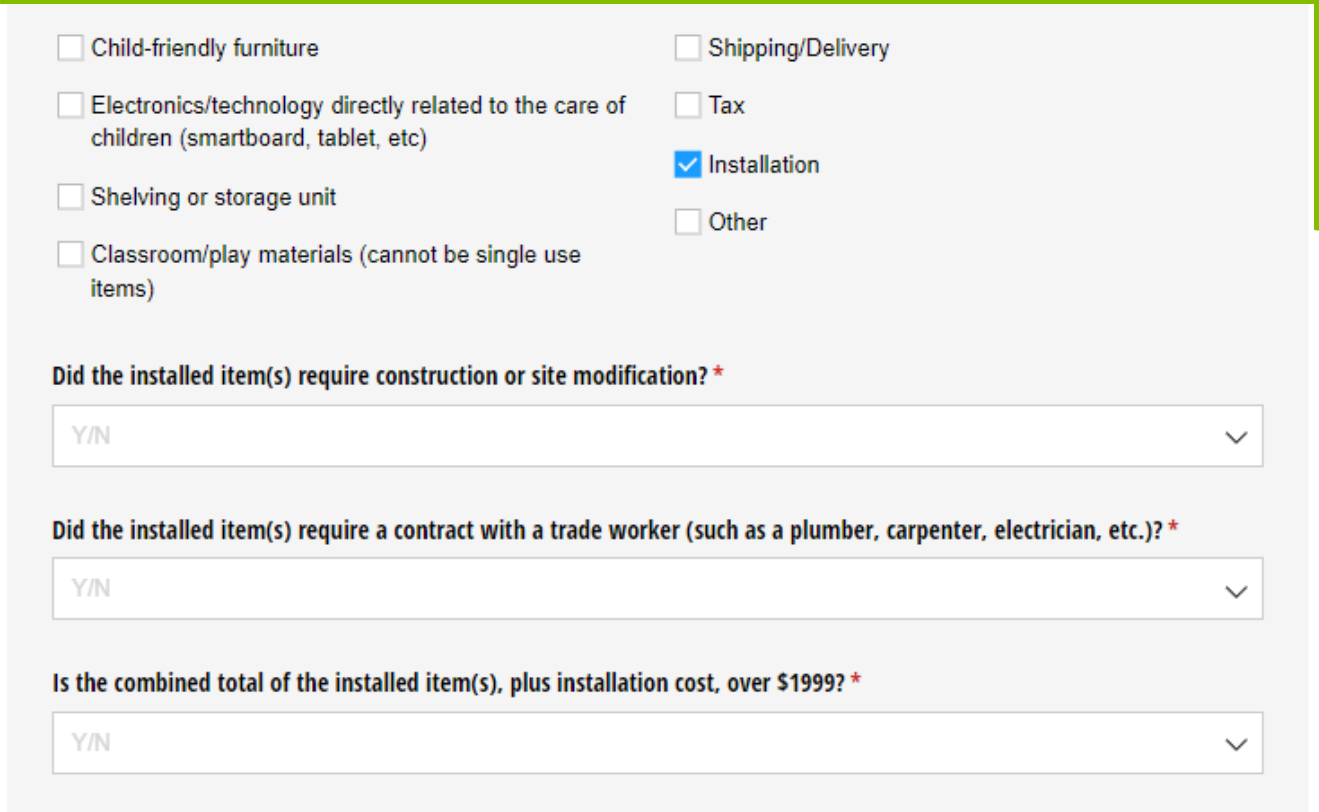


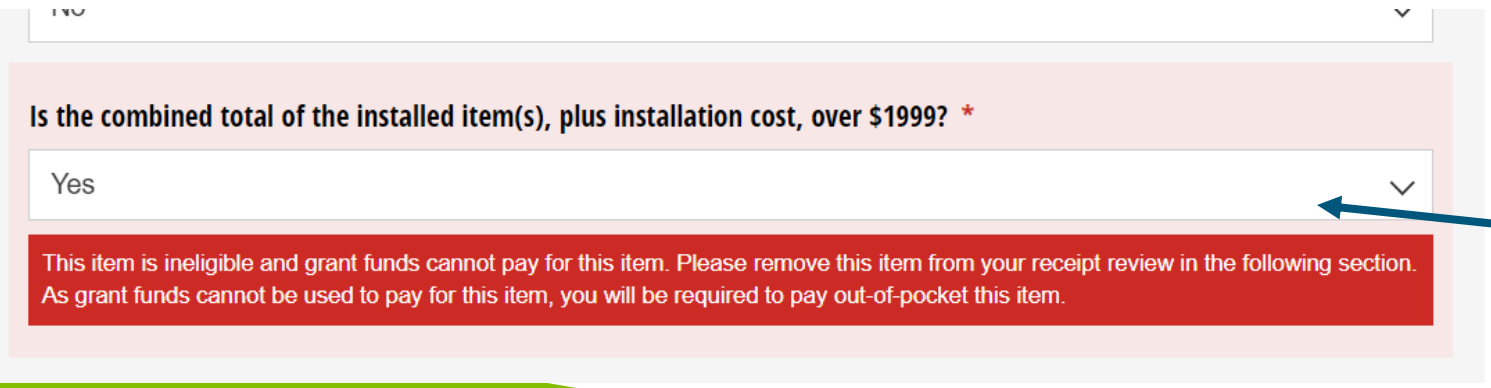
If the receipt you are uploading is for an installation or includes installation, select "Installation." You will be asked to provide additional details about the installation to ensure it meets the eligibility requirements.

Step 3 Cont.: Installation Costs

If your receipt does not include installation, skip to the next step.

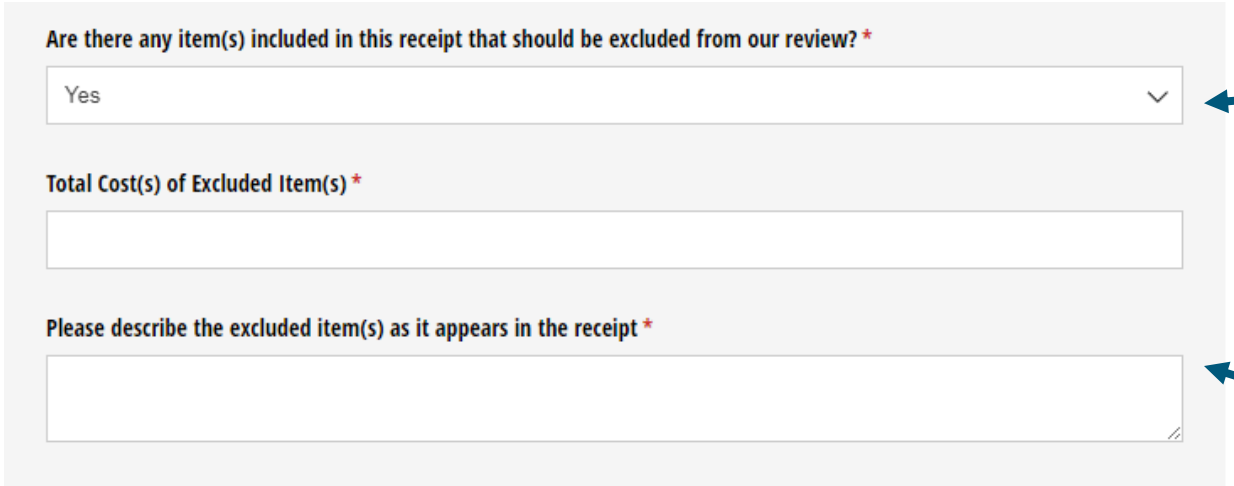
If the receipt you are uploading is for an installation or includes installation, select "Installation" and answer the following questions to ensure it is an eligible purchase.





If an item requires **installation, and the total cost (item + installation cost) is over $1,999, the item is ineligible**. You will then need to remove the items and all the total costs from the form.

Step 3 Cont.: Ineligible Purchases



If everything listed on the receipt is an eligible purchase, select "No." The next two questions will only appear if you select "Yes."

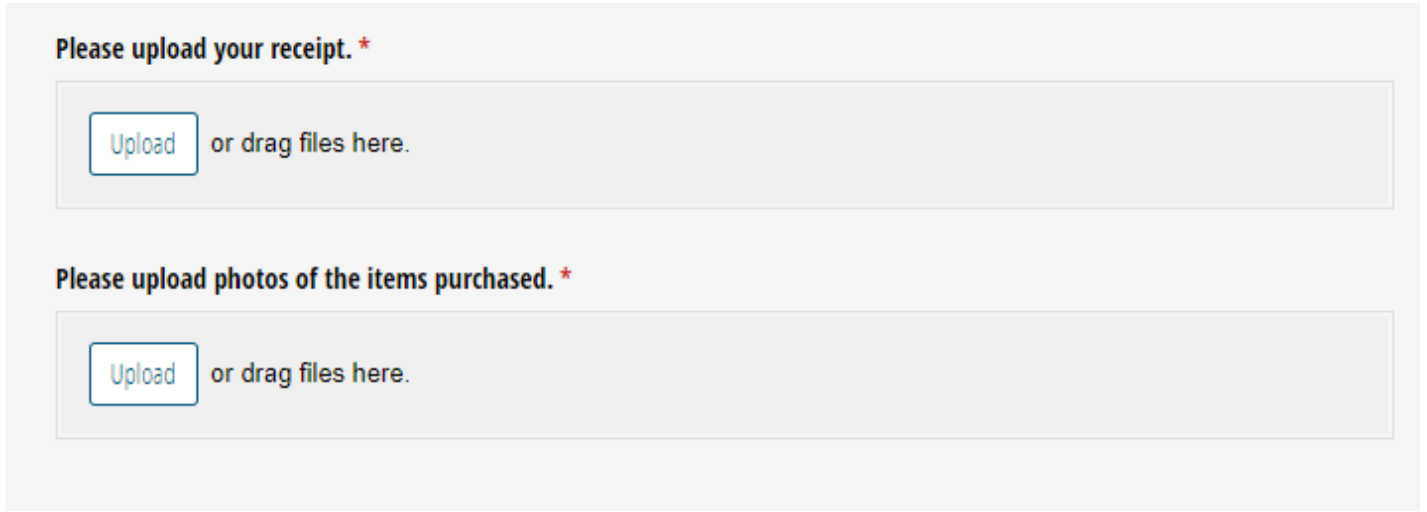
If any purchases listed on the receipt are not relevant/eligible to be purchased as FFE, select "Yes" and list them and their total cost here.

- For example, if you ordered several items from Amazon in one transaction but not all items were for FFE purposes, describe the ineligible items so they can be excluded from review.

Step 4: Photo Uploads

This can either be a PDF/jpeg of a digital receipt from an online purchase or a receipt from an in-store purchase. If it is for an installation, upload the receipt or invoice received from the contractor/installer.

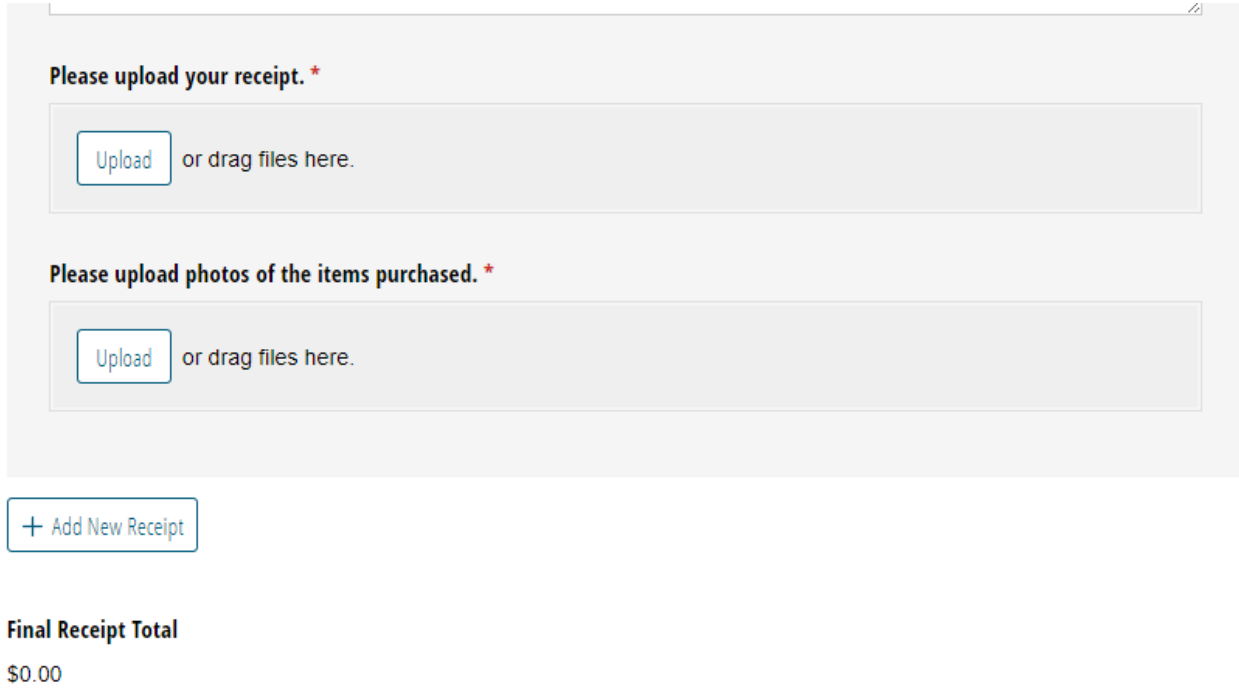
Photos must show the purchased item removed from its packaging and in its intended location in your FCC. If your receipt includes an installation, provide a photo of the installed product/completed project.



Step 5: Add Additional Receipts

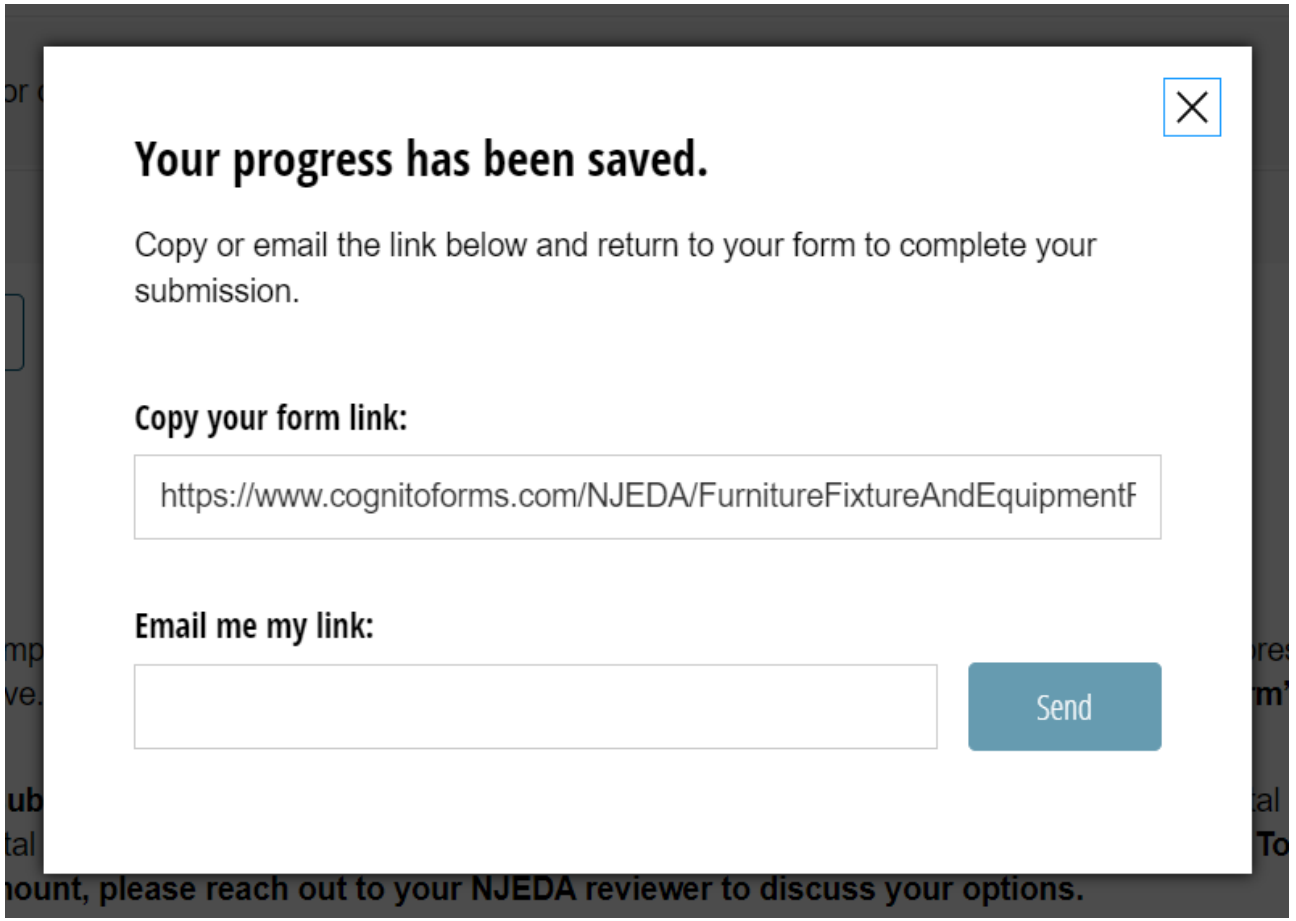
Add a new receipt for each vendor or installation until the "Final Receipt Total" reaches the amount of your payment.

- For the first payment, this total should be 50% or more of your total payment amount.
- For the second payment, this total should equal to or exceed:
  1) Your total payment amount, or
  2) Your payment amount minus any overage from your first submission



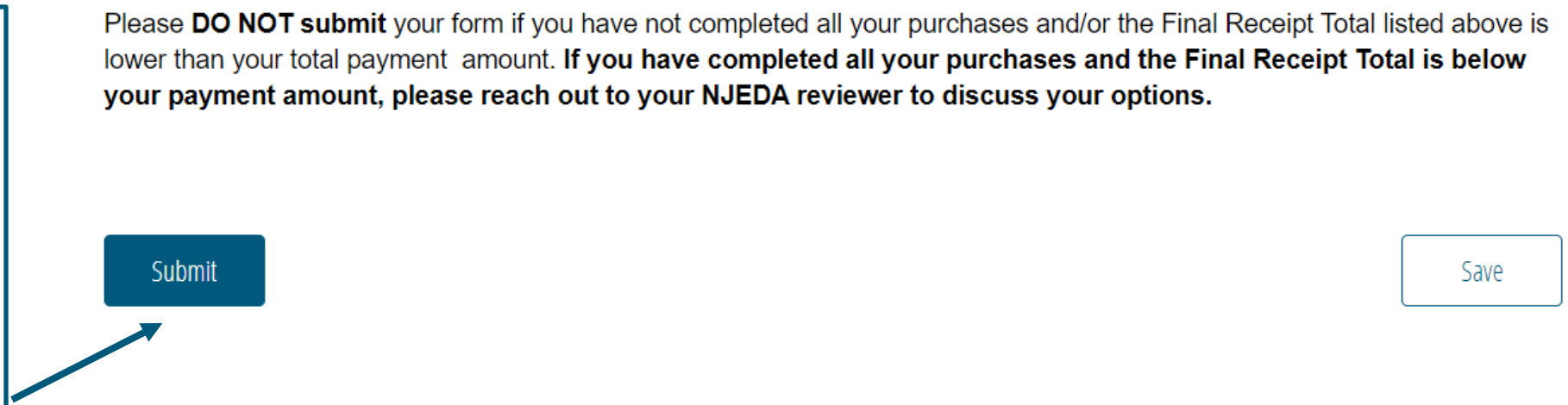
Step 6: Save Your Form

- If you press ‘Save’ on your submission form and wish to return to it later, either copy your form link or enter your email to have the link sent to you.
- Only submit your form once you complete **all** your purchases for your payment **and** your Final Receipt Total equals or is more than your payment amount.



Step 7: Submit Your Form

- Once you have completed all your purchases for your payment and your final purchase total reaches or exceeds your total payment amount, you are ready to submit your form.
- Once your form has been submitted, NJEDA's Child Care Team will review your form and may contact you for further clarification or any additional questions.



Questions?

If you have any questions about the receipt submission form or are having trouble completing it, please contact **your NJEDA reviewer.**