



ECONOMIC DEVELOPMENT AUTHORITY

## Direct Loan

# *Sample Application*

February 20, 2026





# Sample Application

## Direct Loan

# NJEDA Application Center Sign-In Page

Visit the NJEDA Application Center through the webpage of the specific NJEDA program you are interested in or by going to the general log-in page at <https://programs.njeda.com/en-US/NJEDAPrograms/>.

If this is the first time you are using this portal to apply for an NJEDA product, please click the *Register* tab, listed towards the top of the screen.

If you do not have your login information, click on the *Forgot Password/Username* button and follow the instructions. This will send you an email with reset information. Your Username will be included in the email you receive, so please be sure to use your correct username when you sign in.

NJEDA Application Center

Sign in Register Redeem invitation

**THIS IS NOT AN APPLICATION FOR NJEDA ASSISTANCE. THIS PAGE ALLOWS YOU TO CREATE A USER ACCOUNT THAT YOU WILL USE TO LOG IN TO NJEDA'S PRE-REGISTRATION AND/OR APPLICATION PORTAL.**

If you are the first-time user, please click "Register" button on the top. Having trouble logging in?

Please review this [video tutorial](#) for further assistance.

\* User name

\* Password

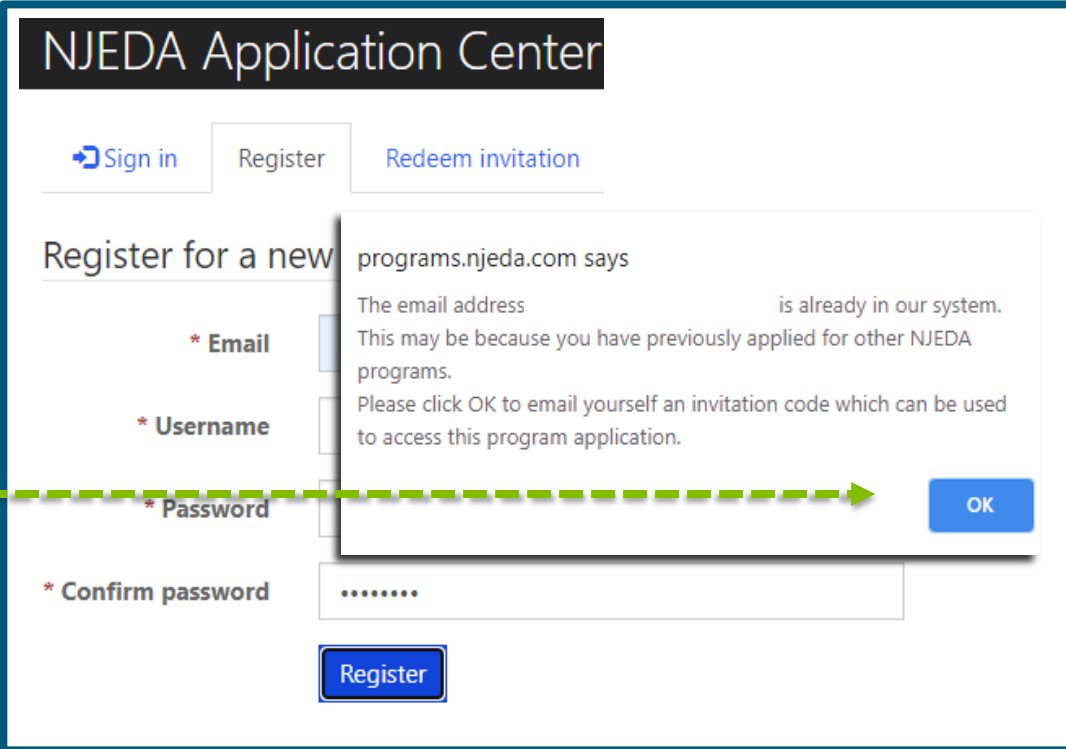
Remember me?

Sign in Forgot Password/User name

# If Your Email is Recognized By the Application Portal

If you attempt to register with the Application Center, but your email address is already in the system, you will receive a pop-up notice stating that you will need to send yourself an invitation code to access your account.

Begin this process by clicking on the blue "OK" button within the pop-up box and follow the prompts.



The screenshot displays the NJEDA Application Center interface. At the top, there are three tabs: "Sign in" (with a blue arrow icon), "Register", and "Redeem invitation". Below the tabs, the "Register for a new" section is visible, featuring input fields for "Email", "Username", "Password", and "Confirm password", each with an asterisk indicating it is required. A blue "Register" button is positioned below the "Confirm password" field. A pop-up message box is overlaid on the registration form, containing the text: "programs.njeda.com says The email address [redacted] is already in our system. This may be because you have previously applied for other NJEDA programs. Please click OK to email yourself an invitation code which can be used to access this program application." A blue "OK" button is located at the bottom right of the pop-up. A dashed green arrow points from the text in the second paragraph to the "OK" button in the pop-up.



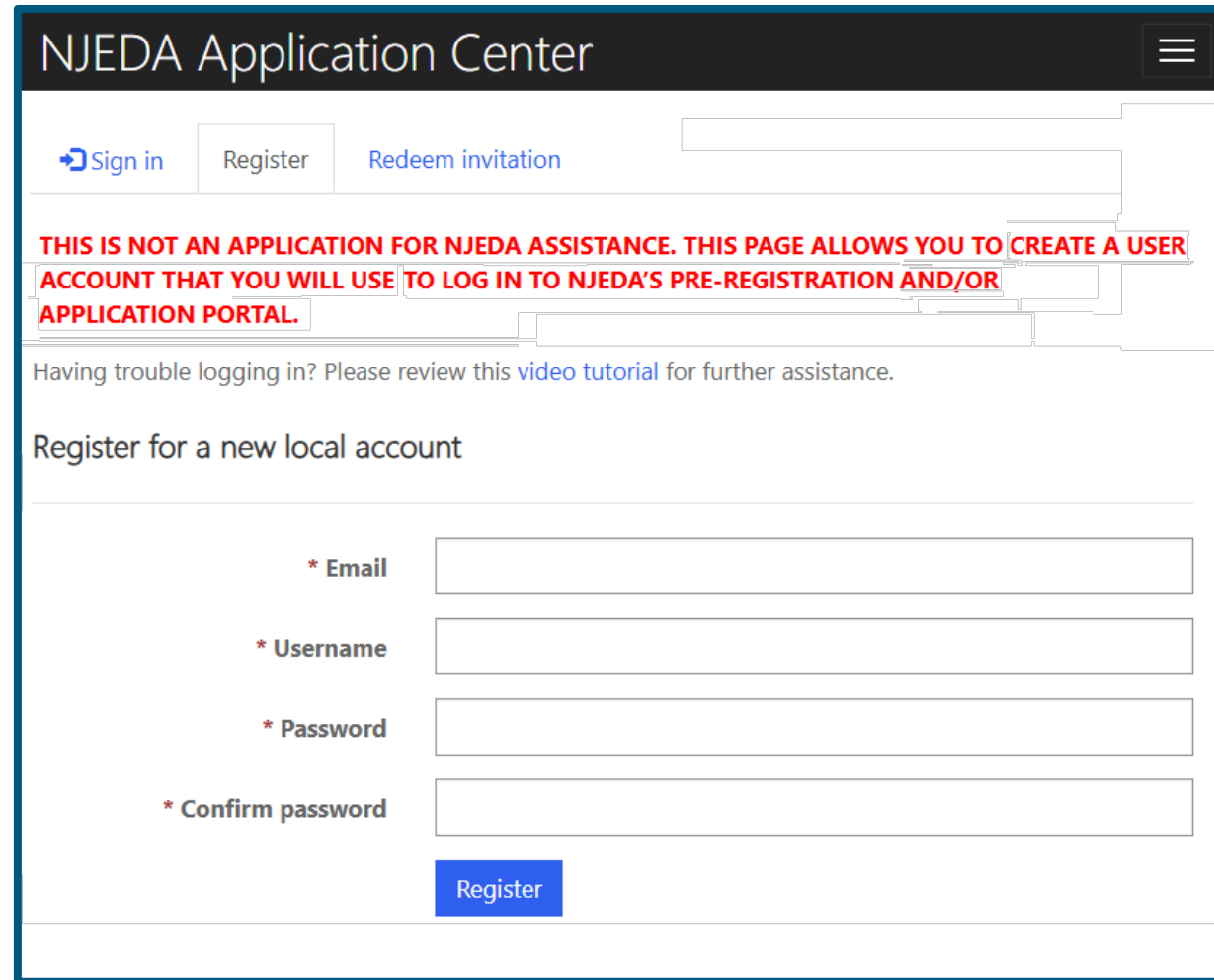
Remember to check your spam/junk folders if you can't locate an email from NJEDA. Emails are sent from [crmnoreply@njeda.gov](mailto:crmnoreply@njeda.gov) (NJEDA NoReply).

# New Users: How to Register Your Email Address

Enter your email, username (which can be the same as your email) and your desired password.

Passwords must contain characters from at least three of the following four classes: uppercase, lowercase, number, and non-alphanumeric (special) characters.

Once information is filled in click *Register* to continue.



The screenshot shows the NJEDA Application Center registration page. At the top, there is a navigation bar with "Sign in", "Register", and "Redeem invitation" buttons. Below the navigation bar, a red warning message states: "THIS IS NOT AN APPLICATION FOR NJEDA ASSISTANCE. THIS PAGE ALLOWS YOU TO CREATE A USER ACCOUNT THAT YOU WILL USE TO LOG IN TO NJEDA'S PRE-REGISTRATION AND/OR APPLICATION PORTAL." Below the warning, there is a link to a video tutorial for further assistance. The main section is titled "Register for a new local account" and contains four input fields: "\* Email", "\* Username", "\* Password", and "\* Confirm password". A blue "Register" button is located at the bottom right of the form.



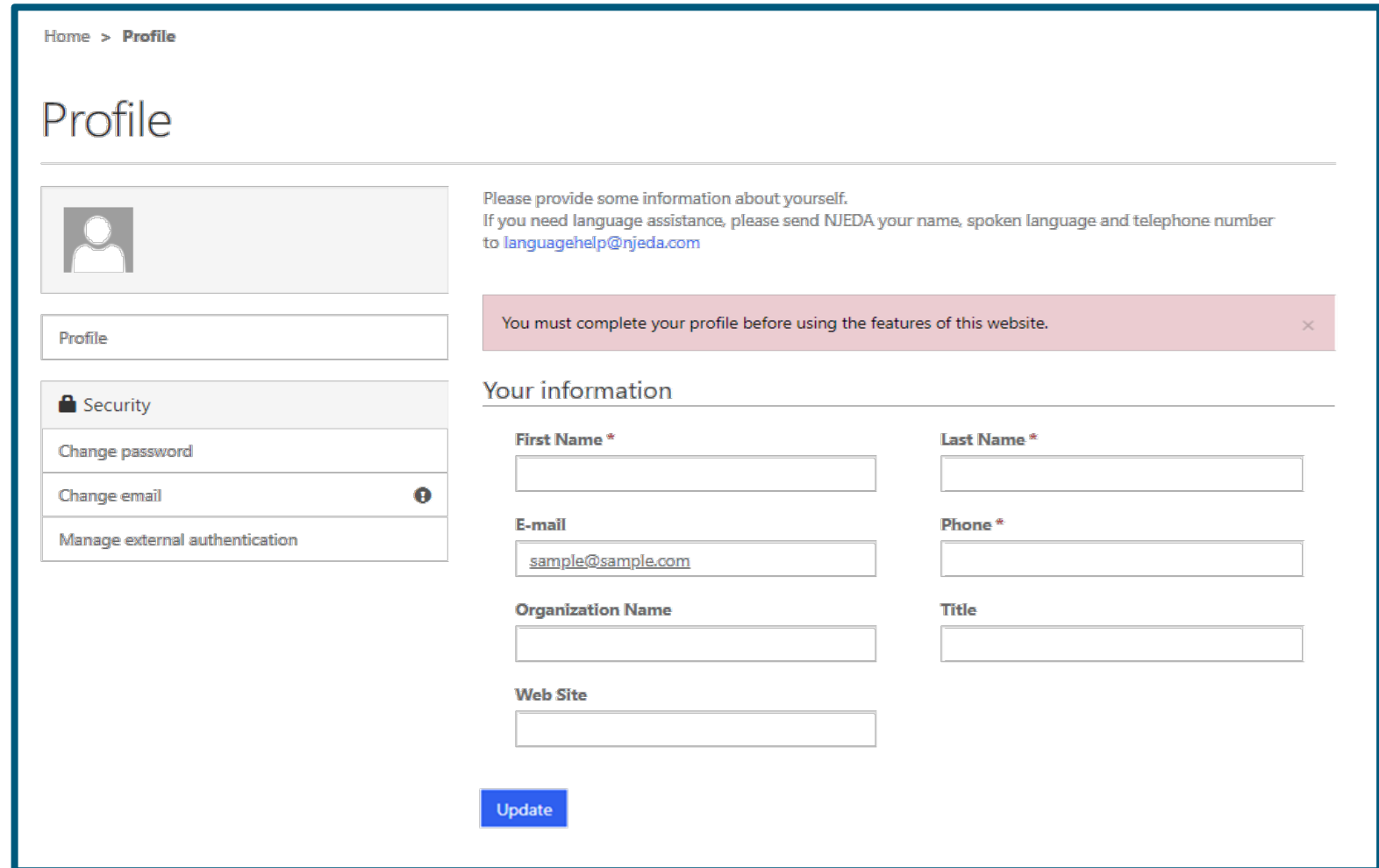
PLEASE BE SURE TO WRITE-DOWN/SAVE YOUR USERNAME AND PASSWORD

# New Users: How to Register Your Email Address

After registering your email, you will be prompted to fill out your profile information.

Enter the information requested and confirm your email address is correct. This email address will be the primary way the NJEDA contacts your business.

Once complete, click "Update."



Home > Profile

## Profile

Please provide some information about yourself.  
If you need language assistance, please send NJEDA your name, spoken language and telephone number to [languagehelp@njeda.com](mailto:languagehelp@njeda.com)

You must complete your profile before using the features of this website.

### Your information

<b>First Name *</b>	<input type="text"/>	<b>Last Name *</b>	<input type="text"/>
<b>E-mail</b>	<input type="text" value="sample@sample.com"/>	<b>Phone *</b>	<input type="text"/>
<b>Organization Name</b>	<input type="text"/>	<b>Title</b>	<input type="text"/>
<b>Web Site</b>	<input type="text"/>		

The screenshot shows a user profile page with a navigation breadcrumb 'Home > Profile'. The main heading is 'Profile'. On the left, there is a profile picture placeholder and a sidebar menu with options: 'Profile', 'Security' (with a lock icon), 'Change password', 'Change email' (with an information icon), and 'Manage external authentication'. The main content area contains a message asking for user information and a link for language assistance. A red notification banner states: 'You must complete your profile before using the features of this website.' Below this is a form titled 'Your information' with fields for 'First Name \*', 'Last Name \*', 'E-mail' (pre-filled with 'sample@sample.com'), 'Phone \*', 'Organization Name', 'Title', and 'Web Site'. A blue 'Update' button is at the bottom.

# New Users: Confirm Your Email Address

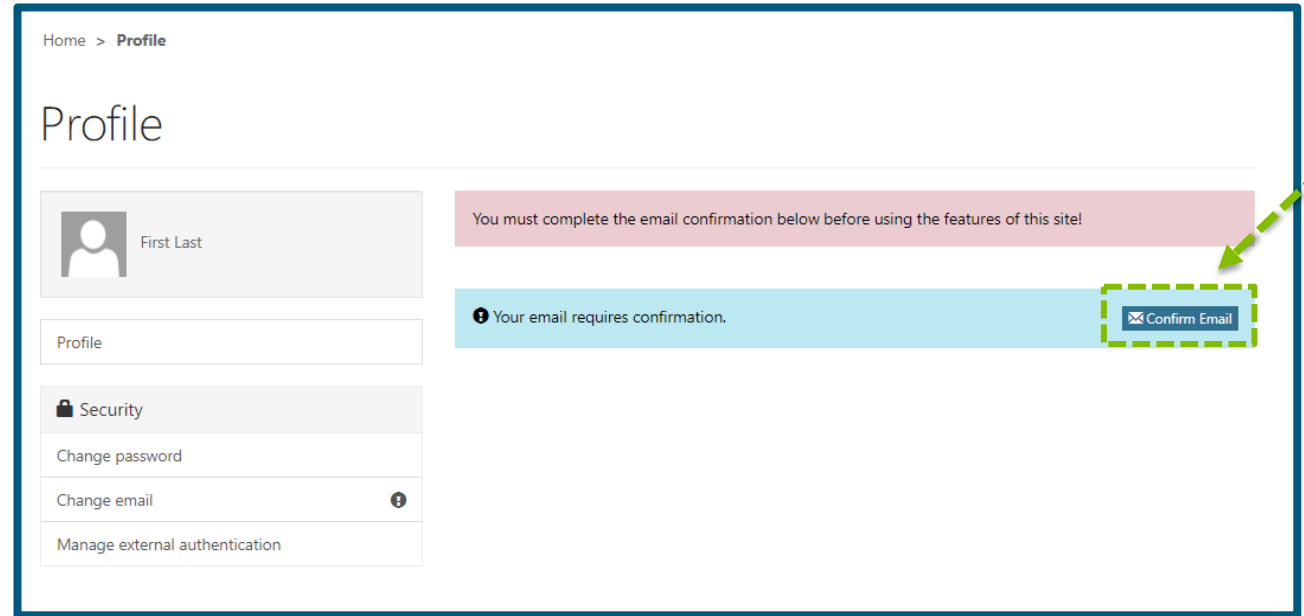
Once your profile information is complete, you need to confirm your email address.

Within the blue box, click on "Confirm Email".

An email will be sent to the email address listed.

Go to your email and follow the instructions within the email.

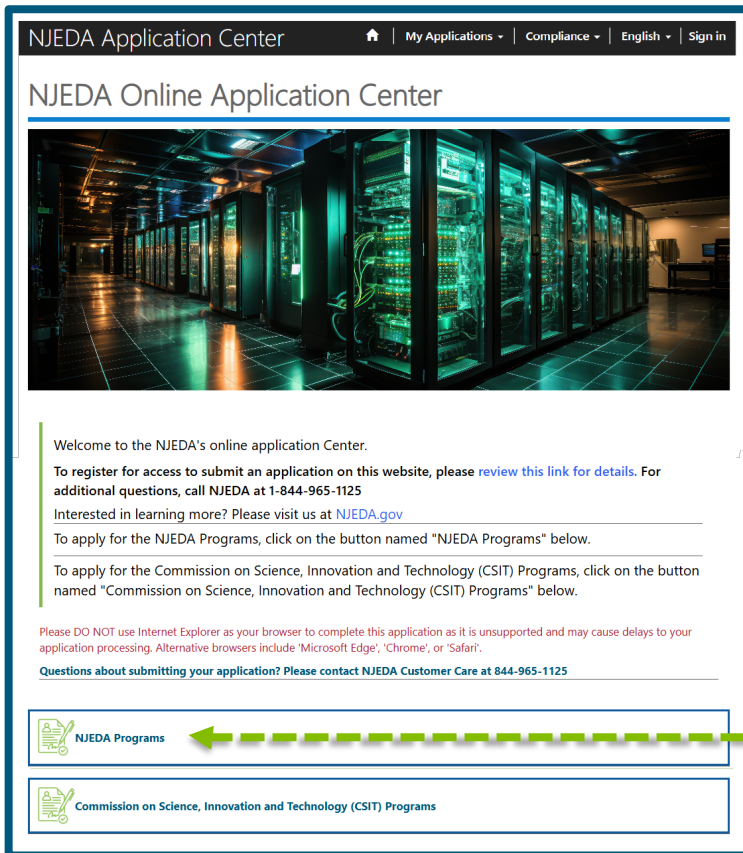
In order to fully access the application portal, you **MUST** confirm your email address by clicking on the link that is sent to your email.



If you have any issues creating a username or password, redeeming an invitation code, or otherwise logging into the portal, please email us at [CustomerCare@njeda.gov](mailto:CustomerCare@njeda.gov) or call our Customer Care line at (844) 965-1125.

# Select Your Program

After you are fully logged in, the Application Center homepage will have two options at the bottom of the page. Select the *NJEDA Programs* button to see the full list of active NJEDA programs.



On the next page, find and select the program you wish to apply for.

Programs are not listed in alphabetical order, so please read through the entire list if you are having difficulty locating your desired program.

## NJEDA Programs

Welcome to the NJEDA's online application Center.

Interested in learning more? Please visit us at [NJEDA.gov](https://www.njeda.gov)

Please DO NOT use Internet Explorer as your browser to complete this application as it is unsupported and may cause delays to your application processing. Alternative browsers include 'Microsoft Edge', 'Chrome', or 'Safari'.

Questions about submitting your application? Please contact NJEDA Customer Care at 844-965-1125



# Start Your Application

## Welcome

Before beginning the application read through the information provided on the welcome page.

Once ready click “Create New Application” to begin.

### Welcome to NJEDA's Online Application for the Direct Loan Program

The Direct Loan Program is part of a suite of NJEDA financing solutions designed to increase access to capital and support the growth of small businesses in New Jersey

#### Loan Features:

- Up to \$2,000,000 for fixed assets (owner-occupied commercial real estate and equipment)
- Up to \$750,000 for working capital for inventory and operations
- Loan terms of up to 30 years, based on loan purpose and collateral type
- Fixed interest rates based on the U.S. Treasury rate (or 1% floor, whichever is higher), with basis point additions for credit risk and term selected
- Up to 100% loan-to-value for real estate and 90% (hard cost) for equipment

#### Eligibility Requirements:

- Commit to the creation or retention of one New Jersey full-time W2 job for every \$65,000 of NJEDA exposure within two years of closing
- Must provide fixed asset collateral (real property or equipment) to secure the loan
- Demonstrate the ability to repay the loan with a Global Debt Service Coverage Ratio of at least 1.1x (1.0x for nonprofits)
- Be in operation for at least two full years
- All applications are subject to underwriting and credit approval. Additional requirements may apply

#### Application Fee:

- There is a \$1,000 non-refundable fee due upon submission of your application.

#### Before Applying:

- It is recommended that you review the [Application Checklist](#)
- Submitting all applicable documents listed in the [Application Checklist](#) will help ensure your application is complete and avoid delays in processing.
- You will also be asked to provide the name of your NJEDA Business Banking Officer when completing your application.
- If unsure of who your NJEDA Business Banking Officer is, please contact us at [businessbanking@njeda.gov](mailto:businessbanking@njeda.gov) for assistance.

Create Direct Loan Application



**FYI:**

Your application will automatically be saved every time you click the “Next” button.

# Language Access

Provide a "Yes/No" response to indicate whether English is your primary language or select "Prefer Not to Answer".

If English is not your primary language, free language assistance services are available.

If you are interested in using an interpreter provided by EDA, please indicate your primary language.

### Language Access

Is English your primary language? \*

Select

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

Select

- español (Spanish)
- العربية (Arabic)
- 粵語 (Cantonese Chinese)
- 普通話 (Mandarin Chinese)
- ગુજરાતી (Gujarati)
- हिंदी (Hindi)
- italiano (Italian)
- 한국어 (Korean)
- po polsku (Polish)
- português (Portuguese)
- Tagalog
- Other

If the NJEDA needs to contact you regarding your application, would you be interested in having an EDA provided interpreter in your native language? \*

Select

Select

Yes

No

# Primary Point of Contact

On this page we will collect contact information for the Primary Point of Contact for this application.

Please ensure that the email provided is the correct email for the primary point of contact on this application.

This email will be used for the fee correspondence and any other communications to the applicant team.

## 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 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.**

**Salutation**

Select

**First Name \***

**Middle Initial**

**Last Name \***

**Suffix**

Select

**Title \***

**Email Address \***

**Email Address Confirmed \***

*Please be sure the email address you enter is a valid email address, as this will be the primary address by which NJEDA contacts you on the status of this application.*

# Primary Point of Contact (Continued)

**Phone Number and Extension (if available) \***

*To include an extension with your phone number, simply enter the phone number first, followed by the extension.*

**Is the Primary Point of Contact, the contact who is authorized to and will be signing legally binding documents and making legally binding certifications in this application on behalf of the applicant company? \***

Select

*Legally authorized representative means one of the following:*

- by applicant's General Counsel or Chief Legal Officer (recommended); or
- 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? \***

Select

**Is the Primary Point of Contact authorized to speak to the media on behalf of the applicant? \***

Select

Primary Point of Contact Address

**Country \***

United States

**Street Address 1 \***

Enter a location

*Please continue typing out your full address (include city, state, etc.) until the correct address appears in the dropdown.*

**Street Address 2**

*Suite, Apt, Floor, etc.*

**City \***

**State / Province \***

**Zip / Postal Code \***

# Authorized Representative\*

If the primary point of contact is not an authorized representative for the applicant, you will be asked to fill out the contact information for the authorized representative.

## Authorized Representative

*Please input the following information for the contact who is authorized to sign legally binding documents and make legally binding certifications in this application on behalf of the applicant company.*

**Salutation**

  
**First Name \***

**Middle Initial**

**Last Name \***

**Suffix**

  
**Title \*****Email Address \*****Email Address Confirmed \*****Phone Number and Extension (if available) \***

\*This page will only be visible if the individual filling out the application is not the authorized representative.

# Chief Executive Officer/Owner/Equivalent\*

Contact information is needed for the applicant's Chief Executive Officer/Owner/Equivalent. If the primary point of contact is not the Chief Executive Officer/Owner/Equivalent, this page will appear so you can enter this information.

## Chief Executive Officer/Owner/Equivalent

*If the primary point of contact does not hold this role, please provide the contact information for the owner, CEO, or equivalent highest-ranking executive for the applicant.*

**Salutation**

  
**First Name \***

**Middle Initial**

**Last Name \***

**Suffix**

  
**Title \*****Email Address \*****Email Address Confirmed \*****Phone Number and Extension (if available) \***

\*This page will only be visible if the individual filling out the application is not the CEO.

# Consultant Information

While not required, some applicants may choose to utilize consultants for support on loan applications.

Are you, the applicant company, using a consultant to assist with this application?

**IF YES**, you will be asked to fill out the contact information for the consultant, including the question asking if the consultant is a registered governmental affairs agent.

**Is the Consultant a Registered Governmental Affairs Agent? \***

Yes

**Government Affairs Registration Number \***

**Consultant Information**

*While not required, we understand that some applicants may choose to utilize consultants for support. While the NJEDA will direct all communications to the primary point of contact, please also provide us with information about any consultants supporting you on this application.*

**Are you, the applicant company, using a consultant to assist with this application? \***

Yes

**Salutation**

Select

**First Name \***

**Middle Initial**

**Last Name \***

**Suffix**

Select

**Company \***

**Title \***

**Email Address \***

# Legal Counsel

Legal Counsel designation is not mandatory, however, it is helpful for application and award purposes for NJEDA to have the basic contact information for your legal counsel, if you have one designated at the time of application.

## Legal Counsel

*If approved, NJEDA will utilize form contractual documents, such as an approval letter and a commitment agreement. Applicants will have limited opportunity to request non-standard modifications of the agreements. However, NJEDA will often work with an applicant's legal counsel to answer questions on these agreements. If you would like, please provide the contact information for the applicant's legal counsel that will support on this project. This contact may be either internal or external counsel.*

Would you like to designate a Legal Counsel Contact? \*

Yes

Salutation

Select

First Name \*

Middle Initial

Last Name \*

Suffix

Select

Company \*

Title \*

Email \*

Email Confirmed \*

# Accountant Information

Your accountant designation is not mandatory, however, it is helpful for application and award purposes for NJEDA to have the basic contact information for your accountant, if you have one designated at the time of application.

## Accountant Information

*NJEDA often works with an applicant's internal or external accountant 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's accountant that will support on this project.*

**Would you like to designate an Accountant Contact? \***

Yes

**Salutation**

Select

**First Name \***

**Middle Initial**

**Last Name \***

**Suffix**

Select

**Company \***

**Title \***

**Email Address \***

**Email Address Confirmed \***

# Principal Banking

## Principal Bank Contact

**Bank / Institute Name \***

**Salutation**  
 

**First Name \***

**Middle Initial**

**Last Name \***

**Suffix**  
 

**Title \***


**Email Address \***

**Email Address Confirmed \***

**Phone Number and Extension (if available) \***

To include an extension with your phone number, simply enter the phone number first, followed by the extension.

## Principal Bank Contact Address

**Country \***  
 

**Street Address 1 \***  
  
Please continue typing out your full address (include city, state, etc.) until the correct address appears in the dropdown.

**Street Address 2**  
  
Suite, Apt, Floor, etc.

**City \***

**State / Province \***

**Zip / Postal Code \***

# Transaction Details

## Transaction Details

Are you working with a NJEDA Business Banking Officer? \*

Select the NJEDA Business Banking Officer you are working with \*

Does this transaction involve the purchase or refinance of real estate? \*

Is this a purchase or refinance of real estate? \*

Will the property be purchased through a real estate holding company or through your operating company? \*

# Applicant Organization

In this section, we are collecting information about the registered business that is applying for this Direct Loan Program.

This page will request applicant organization information including, but not limited to:

- [Legal Business Name](#)
- Entity Type
- Date Established
- Entity Formation Documents
  - Sole Proprietors should provide a [Certificate of Trade Name](#)
  - LLCs provide a [Certificate of Formation](#)
  - Corporations provide [Certificate of Incorporation and Bylaws](#)
  - Nonprofits provide [Certificate of Incorporation and Bylaws](#)
- Federal Tax Identification Number (FEIN)
- NJ Tax Identification Number
- [NAICS Code](#)
- Short Organizational Description
- Organization Phone Number
- Organization Website
- [NJ Tax Clearance Certificate](#)

## Applicant Organization

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

### Applicant Organization Name \*

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)

Does your business operate under a different name?

### Certificate of Alternate Name

Please provide a [Certificate of Alternate Name](#) issued by Division of Revenue and Enterprise Services if you have one. Copies can usually be found on the state business records website [Division of Revenue & Enterprise Services: Business Records Service \(njportal.com\)](#).

Document	Files
Certificate of Alternate Name	<input type="button" value="Add Files"/>

### Applicant Entity Type \*

What is the ownership structure of the applicant?

Is the applicant, or any person who controls the applicant or 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? \*

### Date Established \*

Please make sure this date matches the date on your entity's formation documents. MM/DD/YYYY

## Mailing Address

### Country \*

### Street Address 1 \*

Please continue typing out your full address (include city, state, etc.) until the correct address appears in the dropdown.

### Street Address 2

### Applicant Country of Incorporation/Formation \*

### Applicant State of Incorporation/Formation \*

### Please upload any formation documents for the Application Organization

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:** Provide a [Certificate of Formation and Operating Agreement](#)
- **Corporation:** Provide a [Certificate of Incorporation and Bylaws](#)
- **NonProfit:** Provide a [Certificate of Incorporation and Bylaws](#)
- **Out of State:** If your entity was formed out of state but operates within the State of New Jersey, you must file a [Certificate of Authority](#) when registering the business in New Jersey and provide that certificate.

Document	Files
Formation Document(s) *	<input type="button" value="Add Files"/>

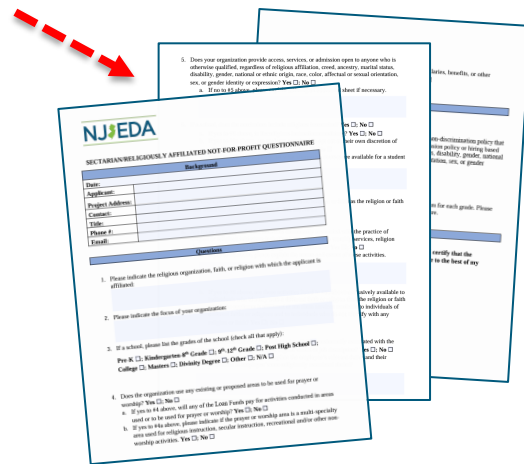
# Applicant Organization

## (Continued)

If the applicant organization (or any related entities) has previously received NJEDA, details of that funding is required to be included as part of the application.

Certification is also required that the applicant is not in default with any other State of New Jersey programs

If the applicant is involved in religious activities or is religiously affiliated, an additional [Religious Activity Questionnaire](#) will be required.



Applicant Federal Employer Identification Number (FEIN) \*

The 9 digit Federal Tax ID number of your organization.

Applicant New Jersey Tax ID Number \*

Applicant Organization's Phone Number and Extension \*

To include an extension with your phone number, simply enter the phone number first, followed by the extension.

Applicant Organization's Website

Please provide a high-level, 2-3 short paragraph description of the applicant. 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. \*

NAICS

North American Industry Classification System (NAICS) Code \*

Please select the magnifying glass to launch the NAICS search window. In the upper right hand of the window there is a search bar. In the search bar, you may enter your NAICS code, the type of business you are, or the industry in which your business operates. If your search does not return a result, please try additional terms that describe your business until you return a result.

Please be sure to use the same code that is listed on your most recent business tax filings. For help, please see the [North American Industry Classification System \(NAICS\) U.S. Census Bureau website](#).

Tax Clearance Certificate

Please upload the Tax Clearance Certificate from the NJ Division of Taxation here.

Document	Files
Tax Clearance Certificate Document(s)	<input type="button" value="Add Files"/>

Certificates may be requested through the State of New Jersey's online [Premiere 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? \*

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

Prior NJEDA Assistance

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

Please identify the entities who have received NJEDA assistance. \*

Please describe the NJEDA assistance the applicant previously received. Please be as specific as possible in detailing the programs through which you received NJEDA assistance, the facilities or projects associated with that assistance, the timeframes in which the assistance was provided, and the status of any awards or agreements. \*

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

# Real Estate Holding Company Applicant

## Real Estate Holding Company Applicant

Since you indicated a real estate holding company is involved the applicant organization information on this page will need to be the information for the real estate holding company entity. You will be prompted later in the application to include information on your operating company entity.

### Real Estate Holding Company Applicant Organization Name \*

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>.

### Real Estate Holding Company Applicant Doing Business As (DBA)

Does your business operate under a different name?

### Certificate of Alternate Name

Please provide a [Certificate of Alternate Name](#) issued by Division of Revenue and Enterprise Services if you have one. Copies can usually be found on the state business records website [Division of Revenue & Enterprise Services: Business Records Service \(njportal.com\)](#).

Document	Files
Certificate of Alternate Name	<a href="#">Add Files</a>

### Real Estate Holding Company Applicant Entity Type \*

What is the ownership structure of the real estate holding company applicant?

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

### Date Established \*

Please make sure this date matches the date on your entity's formation documents. MM/DD/YYYY

## Mailing Address

### Country \*

### Street Address 1 \*

Please continue typing out your full address (include city, state, etc.) until the correct address appears in the dropdown.

### Street Address 2

### City \*

### State / Province \*

### Zip / Postal Code \*

### Real Estate Holding Company Applicant Country of Incorporation/Formation \*

### Real Estate Holding Company Applicant State of Incorporation/Formation \*

Please upload any formation documents for the Real Estate Holding Company Applicant

Documentation to verify real estate holding company 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:** Provide a [Certificate of Formation and Operating Agreement](#)
- **Corporation:** Provide a [Certificate of Incorporation and Bylaws](#)
- **NonProfit:** Provide a [Certificate of Incorporation and Bylaws](#)
- **Out of State:** If your entity was formed out of state but operates within the State of New Jersey, you must file a [Certificate of Authority](#) when registering the business in New Jersey and provide that certificate.

# Real Estate Holding Company Applicant Cont'd

Document	Files
Formation Document(s) *	<a href="#">Add Files</a>

Real Estate Holding Company Applicant Federal Employer Identification Number (FEIN) \*

The 9 digit Federal Tax ID number of your organization.

Real Estate Holding Company Applicant New Jersey Tax ID Number \*

Real Estate Holding Company Applicant Organization's Phone Number and Extension \*

To include an extension with your phone number, simply enter the phone number first, followed by the extension.

Real Estate Holding Company Applicant Organization's Website

Please provide a high-level, 2-3 short paragraph description of the real estate holding company applicant. 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. \*

## NAICS

Real Estate Holding Company Applicant North American Industry Classification System (NAICS) Code \*

Please select the magnifying glass to launch the NAICS search window. In the upper right hand of the window there is a search bar. In the search bar, you may enter your NAICS code, the type of business you are, or the industry in which your business operates. If your search does not return a result, please try additional terms that describe your business until you return a result.

Please be sure to use the same code that is listed on your most recent business tax filings. For help, please see the [North American Industry Classification System \(NAICS\) U.S. Census Bureau website](#).

## Tax Clearance Certificate

Please upload the Real Estate Holding Company Applicant's Tax Clearance Certificate from the NJ Division of Taxation here.

Document	Files
Tax Clearance Certificate Document(s)	<a href="#">Add Files</a>

Certificates may be requested through the State of New Jersey's online [Premiere Business Services \(PBS\)](#) portal. Under the Tax & Revenue Center, select Tax Services, then select Business Incentive Tax Clearance. If the real estate holding company 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 real estate holding company applicant involved in religious activities or is religiously affiliated? \*

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

## Prior NJEDA Assistance

Has the real estate holding company applicant, or any related entities, previously received NJEDA assistance? \*

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

[Previous](#)

[Next](#)

# Real Estate Holding Company Organization Details

## Real Estate Holding Company Organization Details

Annual Revenue \*

Please provide background and breakdown of the management of this organization \*

### Federal Tax Returns –Real Estate Holding Company

Document	Files
Filed Federal Business Tax Returns *	<a href="#">Add Files</a> <i>Last 3 years copies of filed federal business tax returns (all schedules and forms including K1s)</i>

### Profit and Loss Statement and Balance Sheet –Real Estate Holding Company

Document	Files
Profit and Loss Statement and Balance Sheet *	<a href="#">Add Files</a> <i>Profit and Loss Statement and Balance Sheet dated within 60 days of this application</i>

### Business Schedule of Debt –Real Estate Holding Company

Document	Files
Business Schedule of Debt Form *	<a href="#">Add Files</a> <i>Schedule of Debt - Business Schedule of Debt Form Please complete, sign, and submit with application.</i>

### A/R and A/P Aging - Real Estate Holding Company

Document	Files
A/R and A/P Aging	<a href="#">Add Files</a> <i>A/R and A/P Aging (accounts receivable and accounts payable report), if applicable.</i>

# Real Estate Holding Company Cannabis Questionnaire

## Real Estate Holding Company Cannabis Questionnaire

Has the real estate holding company 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 real estate holding company applicant employ or intend to employ, or is the real estate holding company applicant itself, a certified personal use cannabis handler to perform work for or on behalf of a cannabis establishment, distributor, or delivery service? \*

If the real estate holding company 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? \*

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# Real Estate Holding Company Ownership Information

## Real Estate Holding Company Ownership Information

All owners with 10% or more ownership interest in the primary applicant must provide a personal guarantee. List all Officers, Directors, and/or Owners with a 10% or more interest in the primary applicant entity.

Add Owner

Owner Type	Owner Name	Name of Trustee(s)/Executor(s)	Ownership %	Address	City	State	Zip Code	Email	Phone Number
------------	------------	--------------------------------	-------------	---------	------	-------	----------	-------	--------------

There are no records to display.

I authorize the EDA to obtain such information including, but not limited to, a credit bureau check as it may require, covering the applicant and/or its principals, stockholders and/or investors. \*

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# Operating Company Organization

## Operating Company Organization

In this section, we are collecting information about the operating company. We are focused on the operating company only. We will collect information on affiliates, parent companies, holding companies, or other related entities in the following sections of the application.

### Operating Company Organization Name \*

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>.

### Operating Company Doing Business As (DBA)

Does your business operate under a different name?

### Certificate of Alternate Name

Please provide a *Certificate of Alternate Name* issued by Division of Revenue and Enterprise Services if you have one. Copies can usually be found on the state business records website *Division of Revenue & Enterprise Services: Business Records Service (njportal.com)*.

Document	Files
Certificate of Alternate Name	<input type="button" value="Add Files"/>

### Operating Company Entity Type \*

What is the ownership structure of the Operating Company?

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

### Date Established \*

Please make sure this date matches the date on your entity's formation documents. MM/DD/YYYY

## Mailing Address

### Country \*

### Street Address 1 \*

Please continue typing out your full address (include city, state, etc.) until the correct address appears in the dropdown.

### Street Address 2

### City \*

### State / Province \*

### Zip / Postal Code \*

### Operating Company Country of Incorporation/Formation \*

### Applicant State of Incorporation/Formation (Outside the U.S.) \*

### Please upload any formation documents for the operating company organization

Documentation to verify 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:** Provide a *Certificate of Formation and Operating Agreement*
- **Corporation:** Provide a *Certificate of Incorporation and Bylaws*
- **NonProfit:** Provide a *Certificate of Incorporation and Bylaws*
- **Out of State:** If your entity was formed out of state but operates within the State of New Jersey, you must file a *Certificate of Authority* when registering the business in New Jersey and provide that certificate.

Document	Files
Formation Document(s) *	<input type="button" value="Add Files"/>

# Operating Company Organization Cont'd

Operating Company Federal Employer Identification Number (FEIN) \*

The 9 digit Federal Tax ID number of your organization.

Operating Company New Jersey Tax ID Number \*

Operating Company Organization's Phone Number and Extension \*

To include an extension with your phone number, simply enter the phone number first, followed by the extension.

Operating Company Organization's Website

Please provide a high-level, 2-3 short paragraph description of the Operating 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. \*

NAICS

Operating Company's North American Industry Classification System (NAICS) Code \*

Please select the magnifying glass to launch the NAICS search window. In the upper right hand of the window there is a search bar. In the search bar, you may enter your NAICS code, the type of business you are, or the industry in which your business operates. If your search does not return a result, please try additional terms that describe your business until you return a result.

Please be sure to use the same code that is listed on your most recent business tax filings. For help, please see the [North American Industry Classification System \(NAICS\) U.S. Census Bureau website](#).

## Tax Clearance Certificate

Please upload the Tax Clearance Certificate from the NJ Division of Taxation here.

Document	Files
Tax Clearance Certificate Document(s)	<input type="button" value="Add Files"/>

Certificates may be requested through the State of New Jersey's online [Premiere Business Services \(PBS\)](#) portal. Under the Tax & Revenue Center, select Tax Services, then select Business Incentive Tax Clearance. If the Operating Company 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 Operating Company involved in religious activities or is religiously affiliated? \*

## Prior NJEDA Assistance

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

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

# Operating Company Organization Details

## Operating Company Organization Details

Please provide the number of New Jersey Full Time Employees (W2) at the time of application \*

Please provide the number of New Jersey Part Time Employees (W2) at the time of application \*

Please provide the number of New Jersey Full Time Employees (W2) three months prior to the application \*

Please provide the number of New Jersey Part Time Employees (W2) three months prior to the application \*

Annual Revenue \*

Please provide background and breakdown of the management of this organization \*

### Federal Tax Returns -Operating Company

Document	Files
Filed Federal Business Tax Returns *	<a href="#">Add Files</a> <i>Last 3 years copies of filed federal business tax returns (all schedules and forms including K1s)</i>

### Profit and Loss Statement and Balance Sheet -Operating Company

Document	Files
Profit and Loss Statement and Balance Sheet *	<a href="#">Add Files</a> <i>Profit and Loss Statement and Balance Sheet dated within 60 days of this application</i>

### Business Schedule of Debt -Operating Company

Document	Files
Business Schedule of Debt Form *	<a href="#">Add Files</a> <i>Schedule of Debt - Business Schedule of Debt Form Please complete, sign, and submit with application</i>

### A/R and A/P Aging -Operating Company

Document	Files
A/R and A/P Aging	<a href="#">Add Files</a> <i>A/R and A/P Aging (accounts receivable and accounts payable report), if applicable.</i>

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# Operating Company Cannabis Questionnaire

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## Operating Company Cannabis Questionnaire

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Has the operating company 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 operating company employ or intend to employ, or is the operating company itself, a certified personal use cannabis handler to perform work for or on behalf of a cannabis establishment, distributor, or delivery service? \*

If the operating company 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? \*

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# Operating Company Ownership Information

## Operating Company Ownership Information

List all Officers, Directors, and/or Owners with a 10% or more interest in the operating company.

Add Operating Company Owner

Owner Type	Owner Name	Name of Trustee(s)/Executor(s)	Ownership %	Address	City	State	Zip	Email	Phone Number
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There are no records to display.

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# Corporate Guarantor

## Corporate Guarantor

Other than the disclosed owners, will any other entities provide a corporate guarantee? \*

Yes ▼

Describe relationship to borrower and transaction \*

Corporate Guarantor Organization Name \*

Corporate Guarantor Organization EIN \*

The 9 digit Federal Tax ID number of your organization.

Three consecutive years of Financial Statements - Corporate Guarantor

Document	Files
Federal Tax Returns and Financial Statements *	<div style="text-align: center;"> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;">📎 Add Files</span> </div> <p><small>Financial Statements for Corporate Guarantors and copies of filed federal tax returns (all schedules and forms including K1s) for the 3 most recent years</small></p>

Interim statements - Corporate Guarantor

Document	Files
Interim statements *	<div style="text-align: center;"> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;">📎 Add Files</span> </div> <p><small>Interim statements (P&amp;L and Balance Sheet) dated within 30-60 days if latest financials are more than 90 days old for Corporate Guarantors.</small></p>

Business Schedule of Debt Form - Corporate Guarantor

Document	Files
Business Schedule of Debt Form *	<div style="text-align: center;"> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;">📎 Add Files</span> </div> <p>Schedule of Debt - <a href="#">Business Schedule of Debt Form</a> Please complete, sign, and submit with application</p>

NJ Tax clearance certificate - Corporate Guarantor

Document	Files
NJ Tax clearance certificate	<div style="text-align: center;"> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;">📎 Add Files</span> </div> <ul style="list-style-type: none"> <li>• <a href="#">Directions for securing your tax clearance certificate</a></li> <li>• Email: <a href="mailto:BusinessAssistanceTC.Taxation@treas.nj.gov">BusinessAssistanceTC.Taxation@treas.nj.gov</a> with tax clearance issues or concerns</li> </ul>

Formation Document - Corporate Guarantor

Document	Files
Formation Document *	<div style="text-align: center;"> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;">📎 Add Files</span> </div> <p><small>Documentation to verify 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)</small></p> <ul style="list-style-type: none"> <li>• <b>Sole Proprietor:</b> Provide a <a href="#">Certificate of Trade Name</a> (filed with the county clerk)</li> <li>• <b>LLC:</b> Provide a <a href="#">Certificate of Formation and Operating Agreement</a></li> <li>• <b>Corporation:</b> Provide a <a href="#">Certificate of Incorporation and Bylaws</a></li> <li>• <b>NonProfit:</b> Provide a <a href="#">Certificate of Incorporation and Bylaws</a></li> <li>• <b>Out of State:</b> If your entity was formed out of state but operates within the State of New Jersey, you must file a <a href="#">Certificate of Authority</a> when registering the business in New Jersey and provide that certificate.</li> </ul>

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# Corporate Guarantor Ownership Information

## Corporate Guarantor Ownership Information

List all Officers, Directors, and/or Owners with a 10% or more interest in the corporate guarantor entity.

Add Corporate Guarantor Owners

Owner Type ↑	Owner Name	Name of Trustee(s)/Executor(s)	Ownership Percentage
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There are no records to display.

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# Project Information

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## Project Information

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Has the project location been determined? \*

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# Location

## Location

Does the applicant own, lease, or intend to purchase the property? \*

What is the amount of space (in square feet) the operating company will occupy? \*

Add Location

Application Location ID	Address Line 1	Address Line 2	Zip Code	City	State	County	Block	Lot
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There are no records to display.

Document	Files
Lease	<p><a href="#">Add Files</a></p> <p><i>Lease (if applicable). Please note the percentage of occupancy by the operating company and any other tenants.</i></p>

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# Project Location Information

## Project Location Information

**Project Description \***

Please provide a narrative description as fully and precisely as possible of the project, including acquisition, lease and renewal terms, construction or expansion plans, current and future uses by the applicant, size of existing and proposed facility, and/or project occupant(s) of the building(s) and/or equipment to be acquired or upgraded:

**Will the project facility be occupied or used by any party other than the real estate holding company (if applicable) or the operating company? \***

**Please provide the name of the party \***

**Please provide nature of their use/occupancy \***

Document	Files
Applicable lease, License, or Use Agreement etc	<input type="button" value="Add Files"/>

# Project Costs

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## Project Costs

Add Project Costs

Project cost type ↑

Project Cost Amount

Description

Square feet of the building

There are no records to display.

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# Sources of Funds Information

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## Sources of Funds Information

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Provide sources of funds for the project. Sources should include categories such as owner's equity, bank financing, and other government support.

Add Source of Funding

Name of Funding Source

Funding Amount ↑

There are no records to display.

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# Project Jobs Information

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## Project Jobs Information

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**Number of permanent full-time jobs to be created within the next 24 months: \***

**Number of permanent part-time jobs to be created within the next 24 months: \***

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# Diversity Equity and Inclusion

In this section, we would like more information about the diversity of your organization.

Answers have no impact on eligibility for assistance and providing information is optional, to be used for tracking purposes only.

Within each of these questions, “Prefer not to answer” can be selected if that is the case OR if the question is not applicable to your organization.

### Diversity, Equity, & Inclusion

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

- Minority
- Women
- 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:

- 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 (DVOBE)
- None of the above
- Prefer not to answer

### Additional DE&I Information

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

Please describe whether your company'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, women, veteran, LGBTQ, disabled). \*

Question is not applicable  
 Prefer not to answer

Please describe whether your company'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 leadership team as it relates to groups that have been historically underrepresented (minority, women, veteran, LGBTQ, disabled). \*

Question is not applicable  
 Prefer not to answer

# Prevailing Wage

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## Prevailing Wage

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Be advised that projects utilizing financial assistance for construction related costs are subject to state prevailing wage requirements. Please contact a NJEDA Business Banking Officer if you have any questions.

Please set forth a description of all construction contemplated to be undertaken in connection with the Authority financial assistance for which you have applied. Such description should include any construction that you will undertake to fulfill any condition of receiving the authority financial assistance, including any contract to construct, renovate or otherwise prepare a facility for operations which will be necessary for the receipt of the Authority financial assistance, unless the work performed under the contract is performed on a facility owned by a landlord of the entity and less than 55 % of the facility is leased by you at the time of the construction contract and under any agreement to subsequently lease the facility. Please be advised that if your application is approved, not less than the prevailing wage rate must be paid to workers employed in the performance of contracts for such construction. This requirement will continue for two years and after your first receipt of funds hereunder.

**Will any of the projects listed in this application use NJEDA financial assistance for construction-related costs? \***

Select



**Have you selected a construction contractor or awarded a construction contract at the time of this application? \***

Select



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# Applicant Representative for Certifications

The New Jersey Economic Development Authority requires that the Legal Questionnaire, Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L. 2022, C. 3, Acknowledgments of Applicant, and Certification of Applicant, are to be completed and signed by one of the following:

- by applicant's General Counsel or Chief Legal Officer (recommended); or
- 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.

If you are not an Authorized Representative you will be prompted to Upload the Certifications page, which will require you to download and then upload signed copies of the acknowledgments and certifications listed above (Slide 48).

If you are an Authorized Representative you will be prompted to fill out these pages throughout the application (Slides 26-28).

# Upload Certifications

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If the individual filling out the application is not an authorized representative, this page will appear so that the certifications listed below can be downloaded, completed by an authorized representative, and then uploaded as part of the application.

[Legal Questionnaire](#)

[Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L. 2022, C. 3](#)

[Application Confirmation](#)

# Legal Questionnaire\*

In this section, applicants are required to answer background question pertaining to any causes that may lead to debarment, disqualification, or suspension from eligibility.

Additionally, applicants are required to identify any "affiliate" entities. There are two main types of Affiliates:

First, applicants must identify any individuals or entities that hold a 30% or more ownership in the applicant.

Second, applicants must identify any individual or entity where 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.

Applicants should take their time and make sure to read this section carefully.

\*This page will only be visible if the individual filling out the application is the authorized representative.

## Legal Questionnaire

Entrepreneur Full Legal Name:

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/or 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? \***

Select

### 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 AFFILIATES

Entity ↑

FEIN #

There are no records to display.

### 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 AFFILIATES

Entity ↑

FEIN #

There are no records to display.

# Legal Questionnaire (Continued)

There are several specific questions regarding the past proceedings of an applicant.

It is essential that applicants take their time, reading this section carefully, while keeping in mind the corresponding "look-back" periods for civil, criminal, environmental, and other legal matters.

## 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. \*
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. \*
3. Violation of the Federal or State antitrust statutes, or of the Federal Anti-Kickback Act (18 U.S.C. 874). \*
4. Violation of any law governing the conduct of elections of the Federal Government, State of New Jersey or of its political subdivision. \*
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.). \*
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. \*
7. To the best of your knowledge, after reasonable inquiry, violation of any law governing the conduct of occupations or professions of regulated industries. \*
8. Debarment by any department, agency, or instrumentality of the State or Federal government. \*
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.
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.
  - vi. Laws banning anti-competitive dumping of goods.
  - vii. Anti-terrorist laws.
  - viii. Criminal laws involving commission of any felony or indictable offense under State or Federal law.
  - ix. Laws banning human rights abuses.
  - x. Laws banning the trade of goods or services to enemies of the United States.

## Part B. Pending Proceedings

11. To the best of your knowledge, after reasonable inquiry, are Applicant, or any officers or directors of Applicant, or any 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. \*

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.

Document	Files
Legal Questionnaire Addendum	<a href="#">Add Files</a>

## 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 \*

### Title \*

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# Certification of Non-Involvement in Prohibited Activities in Russia or Belarus\*

As is required in N.J.S.A. 52:32-60.1, et seq. ([P.L. 2022, c.3](#)), this section we will be collecting the Certification of Non-Involvement in Prohibited Activities in Russia or Belarus and ensuring that the applicant is not listed on the [Office of Foreign Assets Control \(OFAC\) Specially Designated Nationals and Blocked Persons List](#).

\*This page will only be visible if the individual filling out the application is the authorized representative.

## Certification of Non-Involvement in Activities in Russia or Belarus

Program Name:

Applicant Name:

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 identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: (<https://sanctionssearch.ofac.treas.gov/>). 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. By signing this certification, Applicant agrees that it has an affirmative ongoing obligation to disclose to NJEDA whether it appears on the OFAC list for any reason, during the application process and the agreement term.

### Certification

I, the undersigned, have read and reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify (must check one appropriate box and complete the Authorized Signature section below):

**A. That the Applicant is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus and is not engaged in activities related to Russia or Belarus. OR**

Select

**B. That I am unable to certify as to "A" above because the Applicant is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus. OR**

Select

**C. That I am unable to certify as to "A" or "B" above because the Applicant, though identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus, is engaged in activities in Russia or Belarus consistent with federal law, regulation, license or exemption. A detailed, accurate and precise description of how the Applicant's activity related to Russia and/or Belarus is consistent with federal law is set forth below, including a copy of the license or listing the exemption. (Attach Additional Sheets If Necessary.)**

Select

### Authorized Signature

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

Applicant Authorized Representative Name

E-Signature of Applicant \*

### Definitions

"Economic development subsidy" means the provision of an amount of funds to a recipient with a value of greater than \$25,000 for the purpose of stimulating economic development in New Jersey, including, but not limited to, any investment, bond, grant, loan, loan guarantee, matching fund, tax credit, or other tax expenditure.

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# Application Certifications\*

On this page, applicants will affirm the accuracy and truthfulness of the application information provided.

## Certification of Application

Eligibility of financial assistance by the New Jersey Economic Development Authority (NJEDA) is determined by the information presented in this application. Any changes in the status of the proposed project from the facts presented herein 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, \_\_\_\_\_, 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. \*

Select

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. \*

Select

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. \*

Select

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. \*

Select

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

Select

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\*This page will only be visible if the individual filling out the application is the authorized representative.

# Applicant Representative for Certifications

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NJEDA requires that the Legal Questionnaire, Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L. 2022, C. 3, Acknowledgments of Applicant , and Certification of Applicant, are to be completed and signed by one of the following:

- by applicant's General Counsel or Chief Legal Officer (recommended); or
- 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.

If you are an Authorized Representative you will be prompted to fill out these pages in the on-line application.

If you are NOT an Authorized Representative you will be prompted to Upload the Certifications page, which will require you to download and then upload signed copies of the acknowledgments and certifications.

# Fee Acknowledgement

## Payment Details

There is a \$1,000 non-refundable application fee. In addition, NJEDA charges fees if the application is approved and advances through the closing process. All fees are non-refundable and vary depending on the product selected and the complexity and size of the project.

The following credit card types are accepted: Visa, MasterCard, Discover Card, AMEX

Payment Method \*

Credit Card



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## Payment by Check

Amount Due: \$1000

Make check payable to: New Jersey Economic Development Authority

Reference Application # CAPP-00031109 in the note field.

Address:

New Jersey Economic Development Authority

36 West State St

PO Box 990

Trenton, NJ 08625-0990

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# Electronic Signature

## Electronic Signature

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

I agree to be bound by electronic signatures \*

I am an Authorized Signer for this organization and I accept the above terms and conditions \*

Full Name \*



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[Submit Application](#)

# Submission Confirmation Page

After successful submission, you will see the confirmation page, which will list the Applicant's application confirmation number.

All future application communication will be sent to the email provided in the application.

You may return to the Application Homepage, by clicking "Return to Homepage."

Your application confirmation number is: CAPP-00035976

Any communications regarding the status of this application will be sent to [Redacted]

Dear :

Thank you for your application to the [Redacted] [Program Name]. The NJEDA Team will now begin our completeness review of your application. The Authority may also choose to commence legal and underwriting reviews; however, scoring items may not be reviewed and will not be scored by the Program's Selection Committee until after the application deadline has passed. As a result, applicants may not receive any communication from the [Redacted] Team until after the application window has closed.

We request that as our team works on the review of applications under the current round, you refrain from directly contacting any member of NJEDA's team with any questions regarding this application [Redacted]. Instead, we ask that any questions be sent via email to [Redacted]. All questions received along with responses will be publicly posted on our website at <https://www.njeda.gov/>

A copy of your application is available for download from the HPRP application homepage. We recommend printing it (and this page) for your records.

Thank you again for your interest in [Redacted] [Program Name]

To learn about other NJEDA programs, visit [njeda.gov](http://njeda.gov)

Thank You,  
NJEDA

[Return to homepage](#)



<https://www.njeda.gov/directloans/>



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844.965.1125