

# Emerge Program

## Sample of Full Application with guidance (2025 version)

This sample is meant to provide prospective applicants a highly detailed, step-by-step walkthrough of the application to best prepare for the full application process.

Please note that the length and steps of this walkthrough may vary depending on your specific project. Access to the Full-Application is granted only after the NJEDA team reviews your EmERGE ***Pre-Application*** and determines if your project is a suitable fit for the program.



# ELIGIBILITY

The Emerge Program is a jobs-based tax credit initiative that encourages economic development, job creation, and the retention of a significant number of jobs in imminent danger of leaving the state. To qualify, a company must demonstrate that the tax credit award is a "**material factor**" in its decision to create or retain these jobs in New Jersey over an **out-of-state alternative location**.

The applicant must meet the following to qualify to receive tax credits through the program:

- Demonstrate that the award of the tax credit is a “material factor” in the decision to create and/or retain at least the minimum number of full-time jobs.
- Minimum job creation is 25 new full-time jobs within targeted industries and 35 new full-time jobs in non-targeted industries.
- Located in a qualified incentive area (see mapping tool link below).  
<https://njeda.maps.arcgis.com/apps/webappviewer/index.html?id=8fed69ed4a664ec6b76f2a6ab633444c>
- Meet minimum capital investment requirements.
- Emerge tax credits must yield a minimum net positive economic benefit to the state of 200% to 400% depending on project location.
- Ensure that at least 80% of incented employees’ work time is spent in the State and 80% of the withholdings of new or retained full-time jobs are subject to the New Jersey Gross Income Tax Act.
- Ensure the Qualified Business Facility (“QBF”) can accommodate more than 50% of incented jobs.
- Commit to stay at the QBF for 1.5 times the eligibility period.



Please use this document for guidance purposes only, as the actual application may not be reflected in its entirety within this sample application.

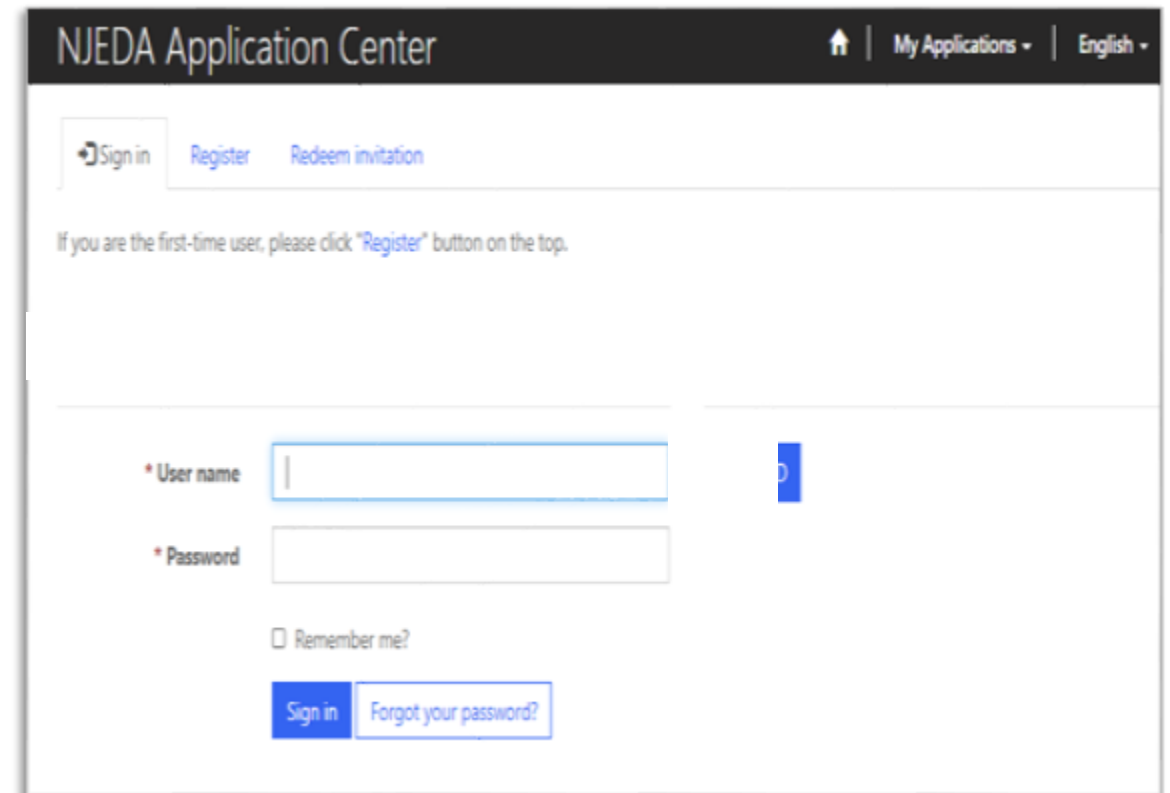
# NJEDA Application Center Sign In Page

<https://programs.njeda.com/en-US/>

Log back in with your same Username and Password → you used for your Emerge Pre-Application.

Once logged in, please navigate to the 'Emerge Program Application' section.

If you have forgotten your password, simply click on the “Forgot your password?” button and follow the instructions. An email will be sent enabling you to reset. Please note that your Username will be included in the email you receive. Be sure to confirm that you are using the correct username when you sign in. →



The screenshot shows the NJEDA Application Center sign-in page. At the top, there is a dark navigation bar with the text 'NJEDA Application Center' on the left, and a home icon, 'My Applications', and 'English' on the right. Below this, there are three buttons: 'Sign in', 'Register', and 'Redeem invitation'. A message below the buttons reads: 'If you are the first-time user, please click "Register" button on the top.' The main content area contains a sign-in form with the following elements: a label '\* User name' followed by a text input field; a label '\* Password' followed by a password input field; a checkbox labeled 'Remember me?'; and two buttons at the bottom: 'Sign in' and 'Forgot your password?'.

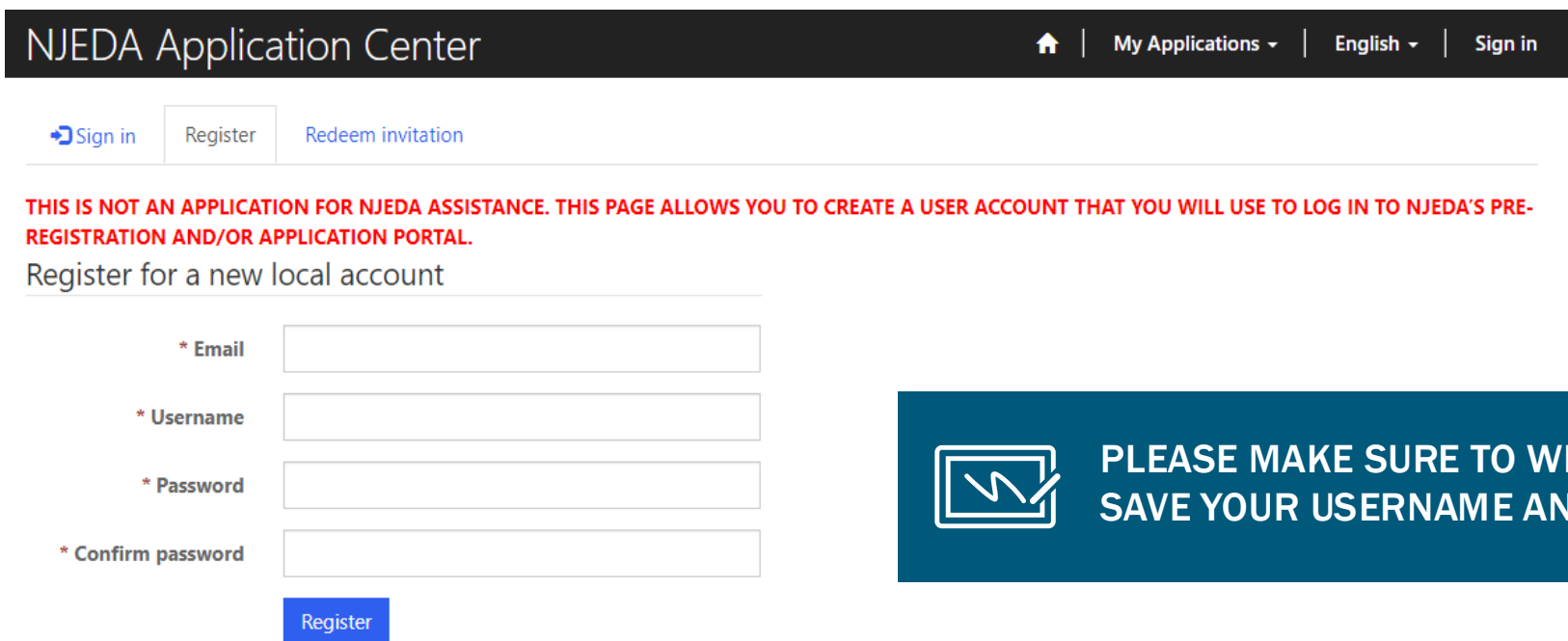
Please use your existing Emerge Pre-Application login information, if you have not submitted your Emerge Pre-Application, you can start here now.

# How to Register Your Email Address

## 1. Enter your email, username (can be the same as your email) and password.

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

## 2. Once information is filled in click “Register”



The screenshot shows the NJEDA Application Center registration page. At the top, there is a dark navigation bar with the text "NJEDA Application Center" on the left and navigation links for "My Applications", "English", and "Sign in" on the right. Below the navigation bar, there are three buttons: "Sign in" (with a blue arrow icon), "Register" (highlighted with a white border), and "Redeem invitation". 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, the text "Register for a new local account" is displayed. The registration form consists of four input fields: "\* Email", "\* Username", "\* Password", and "\* Confirm password". A blue "Register" button is located at the bottom of the form.



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

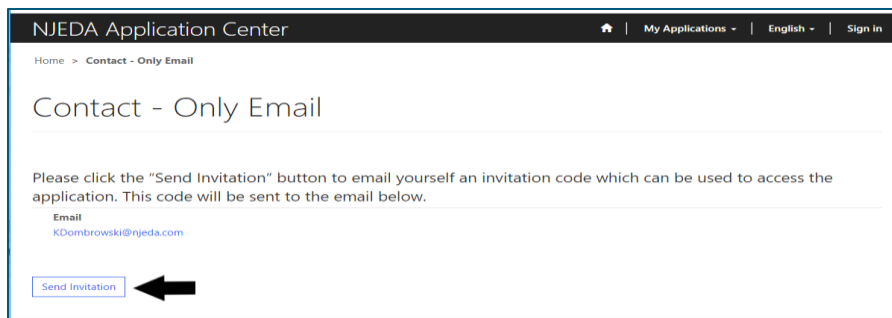
# If Your Email is Recognized by the Portal

If after clicking on “Register” you receive the following pop-up, that indicates that your email address is already recognized in our system, and you need to request an Invitation Code. Begin by clicking on the blue “OK” button.

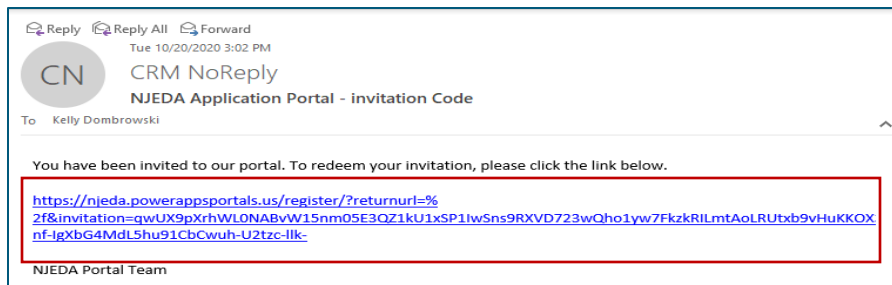
The screenshot shows the NJEDA Application Center registration page. At the top, there are navigation links: "Events Page", "Clips", "Dashboards: Kelly...", and "MyC". The main header reads "NJEDA Application Center" with buttons for "Sign in", "Register", and "Redeem invitation". Below the header, there is a section titled "Register for a new local account" with input fields for "Email", "Username", "Password", and "Confirm password", and a "Register" button. A pop-up message from "programs.njeda.com" is overlaid on the page, stating: "The email address kdombrowski@njeda.com 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 visible in the pop-up, with a black arrow pointing to it from the right. The background page also shows a "My Applications" dropdown and an "English" link.

# Redeeming An Invitation Code

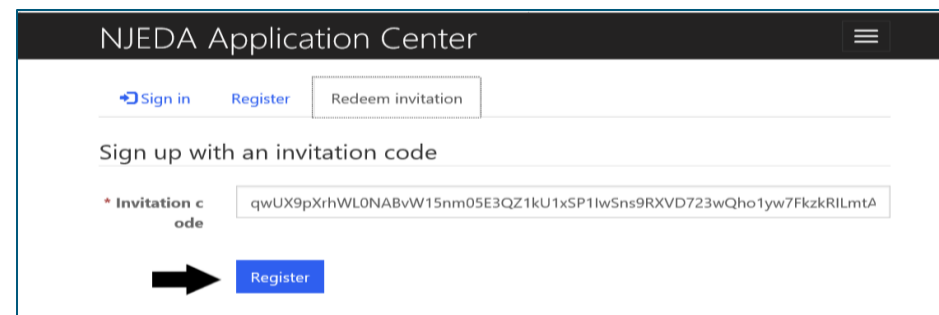
1. Click **SEND INVITATION** to email yourself an invitation code.



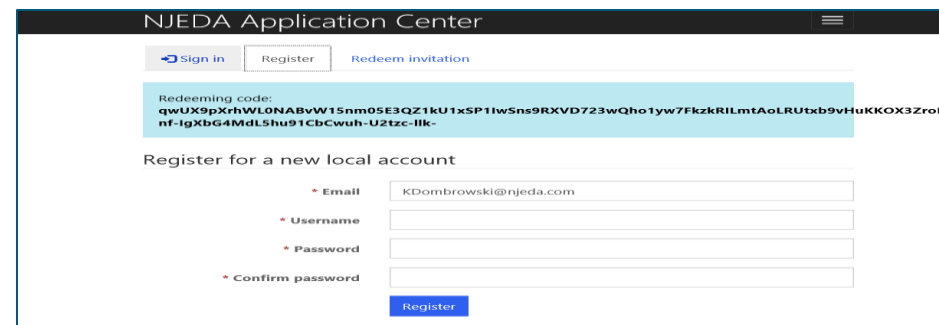
2. Check your email (including junk/spam) for an email from CRMNoReply. Click the link in that email.



3. The link from email should send you to this page on the portal. Make sure you are on the Redeem Information tab and Click **REGISTER**.



4. Fill in the information requested and click **REGISTER** to complete the process. Remember this username and password – you will need it each time you access the application portal.



# Setting Up Applicant Profile

*(If Your Email is New and Not Recognized by the Portal)*

## Setting up your Profile

1. Once you click Register, you must enter “Your Information”.
2. First Name, Last Name and Phone Number is Required.
3. Confirm your email address is correct (this will be the primary way the NJEDA contacts your business).
4. 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**

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

# Confirming Email


1. Once “Your Information” is complete, you will need to confirm your email.
2. Within the blue box, click on “Confirm Email”.
3. An email will be sent to the email address listed.
4. Go to your email and follow the instructions within the email.
5. You MUST confirm your email address.




**Once your email is confirmed, please return to the portal to begin your application.**

Home > Profile

## Profile

 First Last

Profile

 Security

Change password


Change email ⓘ

Manage external authentication


You must complete the email confirmation below before using the features of this site!

ⓘ Your email requires confirmation.

[✉ Confirm Email](#)

 First Last

Profile

 Security

Change password

Change email ⓘ

Manage external authentication

## Confirm E-mail

📧 A Confirmation Email has been sent to your below email account. Please follow the instructions in the email to complete the registration.

E-mail

# Trouble Logging Into the Portal?



If you are having any issues creating a username or password, redeeming an invitation code, or generally logging into the portal, please call our **Customer Care line (844) 965-1125** and a representative will assist you.

# NJEDA Application Center Sign In Page

[Home](#) · [Custom Portal](#)

## NJEDA Online Application Center



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

Click Emerge Program  
here to begin full  
application



# Start Emerge Full Application

Once an Emerge team member has reviewed your pre-application and confirmed your eligibility for a full application, you will need to re-access the original file where you initiated your pre-application. The status of this file will automatically update to "In Process - Full Application," enabling you to proceed with the next stage of the application process.

Click **Emerge Program FULL APPLICATION** button, find your Pre-Application ID and click to start full application.

Home > Emerge Program

## Emerge Program

You have reached the pre-application page for the NJ Emerge program, a jobs-based tax credit program created under the Economic Recovery Act (ERA) of 2020.

The Emerge program makes tax credits available to projects that invest private capital into New Jersey and create good-paying jobs, with a focus on the State's priority sectors.

To ensure a strong return on investment for New Jersey taxpayers, projects that receive tax credits under the Emerge program must yield a minimum net positive economic benefit to the state of 200 to 400 percent depending on project location and the nature of the project. As an Applicant, you must also demonstrate that you are considering a viable out-of-state location for your project. The NJEDA will conduct due diligence, including reviewing a detailed cost comparison of the project's New Jersey and alternative sites, to verify the award of tax credits is a 'material factor' (click [here](#) to read the definition of 'material factor') in the business's decision to create or retain jobs in New Jersey.

This pre-application will allow the NJEDA to conduct an early analysis of your project and determine whether it fits the scope of the Emerge program. Moreover, we encourage you to read through the Emerge program's product website (including additional downloadable resources) to both further understand Emerge requirements and assist in executing this pre-application. This information can be found at: <https://www.njeda.gov/emerge/>.

Upon completion of this pre-application, an Emerge program team member will review the submitted information and determine if your project is a good fit for the program. If there is a good fit, the Emerge program team will suggest setting up a pre-application meeting before proceeding to the full application. In an effort to provide a thorough review, please allow our team 3 to 4 days to provide you with an update.

This pre-application will take approximately 30 minutes to complete.

In the event of any questions, please contact: [emerge@njeda.gov](mailto:emerge@njeda.gov).

Please note – THIS IS NOT THE COVID GRANT PROGRAM. This program is not for retail like or point of sale businesses such as medical/dental offices, restaurants, spas, or similar types. For more information on resources for COVID-19 impacted businesses, please visit <https://business.nj.gov/covid>.

**Language Assistance**

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

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

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

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

ध्यान दें: यदि आप हिंदी बोलते हैं, तो [languagehelp@njeda.gov](mailto:languagehelp@njeda.gov) पर ई-मेल करवायी भाषा सहायता सेवाएँ उपलब्ध हैं।

ध्यान दें: यदि आप हिंदी बोलते हैं, तो [languagehelp@njeda.gov](mailto:languagehelp@njeda.gov) पर ई-मेल द्वारा, आप के लिए नि:शुल्क भाषा सहायता सेवाएँ उपलब्ध हैं।

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

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

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

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

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

Create Emerge Pre-application

Common Application ID	Applicant Organization Name	Date Established	Applicant Entity Type	Federal Employer Identification Number (FEIN)	Application Status
					In Process - Full Application

# Start Emerge Full Application (Cont'd)

## Welcome Page

After launching the Emerge Program full application, this is the front page of the full application.

Read the information before clicking “Next”.

Please note, all fields throughout the application that are denoted with a red asterisk (\*) are required fields. An applicant cannot progress past an application section if required information/uploads are not provided.

## Welcome to Emerge Full Application

You have reached the full application page for the NJ Emerge program, a jobs-based tax credit program created under the Economic Recovery Act (ERA) of 2020.

The Emerge program makes tax credits available to projects that invest private capital into New Jersey and create good-paying jobs, with a focus on the State's priority sectors.

To ensure a strong return on investment for New Jersey taxpayers, projects that receive tax credits under the Emerge program must yield a minimum net positive economic benefit to the state of 200 to 400 percent depending on project location and the nature of the project. As an Applicant, you must also demonstrate that you are considering a viable out-of-state location for your project. The NJEDA will conduct due diligence, including reviewing a detailed cost comparison of the project's New Jersey and alternative sites, to verify the award of tax credits is a [material factor](#) in the business's decision to create or retain jobs in New Jersey.

Prior to starting this step, you should have completed a pre-application and conducted a pre-application meeting with an NJEDA Emerge team member.

The full application requires detailed information and supporting documentation about your company, affiliates, and the proposed project for which you are applying for tax credits. Please be advised that the application fee is non-refundable.

It is highly recommended that you review the sample application on the Emerge program website ([www.njeda.com/Emerge/](http://www.njeda.com/Emerge/)) prior to starting the application in an effort to be prepared to provide the requested information.

The application is broken down into 15+ sections. You will not be able to proceed further into the application without completing all required fields and uploads within the current section. Progress on the application can be saved as you complete each section. At all times, you will be able to go back to sections that you have already completed.

The NJEDA Emerge team will not begin our completeness review of your application until all required information has been provided, and the application fee has been received. After NJEDA staff deem your application complete, we will send an email certification to your CEO to confirm that all information provided in the application is accurate. This certification must be signed under the penalty of perjury to move forward with a full application review.

This full application will take several hours to complete. Please read the prompts to questions carefully and provide professionally written responses that address all details requested in the questions in the suggested length of text.

It is highly recommended that you download a copy of the example application and collect written responses and required documents prior to filling them in on this online form.

In the event of any questions, please contact: [emerge@njeda.gov](mailto:emerge@njeda.gov)

Some of the following pages will have the information you entered in the Pre-Application which you can edit if you want before submitting the Full Application. Please complete the full application.

Next

# Language Access

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

Free language assistance services are available to you by sending an email to [languagehelp@njeda.gov](mailto:languagehelp@njeda.gov).

If the NJEDA needs to contact you regarding your application and you would be interested in having an interpreter in your native language, please answer “No” to “Is English your primary language?” and “Yes” to the question that appears.

## Language Access

Is English your primary language? \*

Select

## Language Access

Is English your primary language? \*

No

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

Next

# Primary Point of Contact

Please provide contact information for the Primary Point of Contact for this application.

Please be careful to input phone and email address correctly so the contact will receive all NJEDA communications.



## 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. If the primary point of contact is different than the individual that is currently filling out the application, the primary point of contact individual should select 'No' on the question below and then fill in the preceding CEO Contact page to receive future correspondence about this application.*

Salutation

First Name \*

Middle Initial

Last Name \*

Suffix

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.*

Phone Number and Extension (if available) \*

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

# Primary Point of Contact (Cont'd)

Is the Primary Point of Contact legally authorized to submit the application on behalf of the applicant organization?\*

Is the Primary Point of Contact the CEO?\*

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

If the answer is **“Yes”** to any of the questions, the application will have an opportunity to enter this information later in the application.

If the answer is **“No”** to any of the above questions, the applicant will be prompted to the next to fill out the respective information.

For this sample purposes, the following is shown with the **“No”** answer.

Is the Primary Point of Contact legally authorized to submit this application on behalf of the applicant? \*

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 \*

Select

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

Previous Next

# Authorized Representative

If the Primary Point of Contact is NOT the Authorized Representative, the applicant will be prompted to fill out the contact information for the Authorized Representative.

The application must be submitted by an individual who is legally authorized to sign documents on behalf of the applicant organization.

**NOTE:** If the Primary Point of Contact is the Authorized Representative, you will not see this page.

Please type your full address into the “Street Address 1” box (include city, state, etc.) until the correct full address appears in the dropdown menu underneath, then click on the correct address.

## Authorized Representative

This application includes company representations and certification and must be submitted by an individual who is legally authorized to sign documents on behalf of the applicant.

Select	▼
First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	Select ▼
Title *	<input type="text"/>
Email Address *	<input type="text"/>
Email Address Confirmed *	<input type="text"/>
Phone Number and Extension (if available) *	<input type="text"/>
<small>Provide a telephone number</small>	
<small>To include an extension with your phone number, simply enter the phone number first, followed by the extension.</small>	

## Authorized Representative Address

Country *	Select ▼	
Street Address 1 *	<input type="text"/>	
Street Address 2	<input type="text"/>	
<small>Suite, Apt, Floor, etc.</small>		
City	State / Province	Zip / Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

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# Chief Executive Officer/Owner/Equivalent

If the Primary Point of Contact does not hold this role, please provide the contact information for the CEO, owner, or equivalent highest-ranking executive for the applicant organization.

**NOTE:** If the Primary Point of Contact is the CEO, owner, or equivalent highest-ranking executive, you will not see this page.

## Chief Executive Officer/Owner/Equivalent

*As part of the application and approval process, the owner, CEO, or equivalent highest ranking officer of the applicant company will need to certify that the information included in this application is accurate and that the award of tax credits is a "material factor" in the applicant's decision making. 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 company.*

**Salutation**

**First Name \***

**Middle Initial**

**Last Name \***

**Suffix**

**Title \***

**Email Address \***

**Email Address Confirmed \***

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

## Chief Executive Officer/Owner/Equivalent 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**

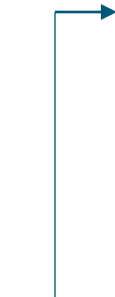
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# Consultant Information

While not required, we understand that some applicants may choose to utilize consultants for support on tax credit applications.

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

If **YES**, you will be prompted to fill out contact information for the Consultant.



## 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.

Would you like to designate a consultant contact who is assisting with this application?

Salutation

First Name \*

Middle Initial

Last Name \*

Suffix

Company \*

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.

Is the consultant a registered lobbyist? \*

## Consultant Information 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 \*

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# Legal Counsel

If the tax credits award were approved, NJEDA will utilize the information to 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.

## Would you like to designate a Legal Counsel Contact?

If **YES**, you will be prompted to fill out contact information for the Legal Counsel.



### 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 \*

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 legal counsel contact a Registered Governmental Affairs Agent? \*

Select

### Legal Counsel 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 \*

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# Accountant Information

NJEDA often works with an applicant company's internal or external accountant to confirm information included in the application and support on project certification and ongoing compliance requirements.

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

If **YES**, you will be prompted to fill out contact information for the Accountant.

## Accountant Information

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

Would you like to designate an Accountant Contact?  
Yes

Salutation  
Select

First Name \*

Middle Initial

Last Name \*

Suffix  
Select

Company \*

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.

## Accountant Information 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

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# Media Contact

Please indicate if the applicant organization would like designate a Media contact to communicate with a NJEDA representative.

If YES, you will be prompted to fill out contact information for the Media Contact.



## Media Contact

NJEDA often works with an applicant company's public relations or media relations representatives on press releases and press inquiries regarding approved projects. If you would like, please provide the contact information for the applicant company's Media Contact that will support on this project.

Would you like to designate a Media Contact? \*

Yes

Salutation

Select

First Name \*

Middle Initial

Last Name \*

Suffix

Select

Company \*

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.

## Media 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 \*

Previous Next

# Applicant Organization

Please provide information about the applicant organization that is applying for Emerge Program.

## 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](https://www.njportal.com)).

Document	Files
Certificate of Alternate Name	<input type="button" value="Add Files"/> <input type="button" value="Testing njeda portal pra.docx"/>

### 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

### City

### State / Province

### Zip / Postal Code

# Applicant Organization (Cont'd)

## Upload applicant organization formation documents.\*

Formation documents can include Articles of Incorporation, Articles of Organization, Certificate of Incorporation, and/or Certificate of Trade Name.

Please provide a high-level description of the applicant organization.



Applicant Country of Incorporation/Formation \*

Select ▼

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

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) *	<a href="#">Add Files</a> <span>Testing njeda portal pre.docx</span>

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. \*

\* Required documentation

# Applicant Organization (Cont'd)

Click the magnifying glass to launch the NAICS search window.



## 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? \*

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

Lookup records



Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Name ↑	NAICS	NAICS Code	NAICS Sub	NAICS Sector	National	National Code	Second	Industry	Industry Code	Ind Id
<input checked="" type="checkbox"/>	522320 - Financial Transactions Processing, Reserve, and Clearinghouse Activities	Financial Transactions Processing, Reserve, and Clearinghouse Activities	522320	Credit Intermediation and Related Activities	Finance and Insurance	Financial Transactions Processing, Reserve, and Clearinghouse Activities	522320		522300	Activities Related to Credit Intermediation	FIR

Please be sure the NAICS code identified is the same code that is listed on your most recent business tax filings.

## Upload New Jersey Tax Clearance Certificate.\*

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

## Is the applicant involved in religious activities or religiously affiliated?

**IF YES**, the NJEDA will need to collect information from you if your entity is involved in religious activities or is religiously affiliated.

For a copy of the Religious Activity Questionnaire form [CLICK HERE](#).\*

\* Required documentation

# Applicant Organization (Cont'd)

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## Cannabis Questionnaire

New Jersey State law prohibits certain cannabis licensees and certified personal use cannabis handlers' employers from receiving or continuing to receive most financial incentive awards.

## Cannabis Questionnaire

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

Select

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

Select

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# Applicant Organization (Cont'd)

Please identify and provide the applicant organization's US and/or Global headquarters address and any other addresses for the applicant organization, where appropriate.



## Applicant Organization Continued

Does the Applicant Organization have a US-based headquarters?

Select



Does the Applicant Organization also have a different global headquarters?

Select



If the NJEDA needs to mail the Applicant Organization any information, which address should be used? \*

Select



Is the applicant organization a retail or point-of-sale business? \*

Select



# Targeted Industry

Please identify and describe the relevant targeted industry, where applicable.

The Emerge Program has twelve targeted industries. Each of these industries has a **specific definition**, including a description of the industry, examples of types of activities that NJEDA will consider to be part of that industry and activities that NJEDA excludes from that targeted industry.

If you believe you are in a targeted industry, please provide a narrative description supporting why the applicant organization, project and/or the parent meets the definition of that specific targeted industry.

## Targeted Industry

*In this section we will collect information that will help determine if the applicant, project, or applicant's parent company qualifies to be in an Emerge Program targeted industry:*

The Emerge Program has twelve targeted industries. Each of these industries has a specific definition, including a description of the industry, examples of types of activities that NJEDA will consider to be part of that industry and activities that NJEDA excludes from that targeted industry.

Please review the definitions for any industry that you think might apply to either the applicant, the primary work associated with the project, or the applicant's parent company (if applicable).

- Advanced Transportation and Logistics
- Advanced Manufacturing
- Aviation
- Autonomous Vehicle and Zero-emission Vehicle Research or Development
- Clean Energy
- Life Sciences
- Hemp Processing
- Information and High Technology
- Finance and Insurance
- Professional Services
- Film and Digital Media
- Non-retail Food and Beverage

Based on your review of the above definitions, please select all of the following that are true.

- The applicant company's core business is in a targeted industry
- The activity undertaken by the project's full-time employees will primarily be in a targeted industry
- The applicant's parent company is in a targeted industry
- The applicant, project, and applicant parent (if applicable) are not in a targeted industry

## Applicant Industry

*Please identify the targeted industry that you believe most closely matches the activities undertaken by the applicant. If you believe that the applicant meets the definitions of more than one, please select the best fit one and provide additional detail on the other industries in the below narrative description.*

Industry \*

Select

[See definitions of targeted industries for more information.](#)

Please provide a 1-2 paragraph narrative description explaining how the applicant meets the definition of the Select industry \*

If you believe that the applicant meets the definitions of more than one targeted industry, please explain.

# Targeted Industry (Cont'd)

Please identify and describe the relevant targeted industry, where applicable.

The Emerge Program has twelve targeted industries. Each of these industries has a **specific definition**, including a description of the industry, examples of types of activities that NJEDA will consider to be part of that industry and activities that NJEDA excludes from that targeted industry.

If you believe you are in a targeted industry, please provide a narrative description supporting why the applicant organization, project and/or the parent meets the definition of that specific targeted industry.

## Project Industry

*Please identify the targeted industry that you believe most closely matches the activities undertaken by the project. If you believe that the project meets the definitions of more than one, please select the best fit one and provide additional detail on the other industries in the below narrative description.*

Industry \*

Select

[See definitions of targeted industries for more information.](#)

Please provide a 1-2 paragraph narrative description explaining how the project meets the definition of the Select industry \*

If you believe that the project meets the definitions of more than one targeted industry, please explain.

## Parent Company Industry

*Please identify the targeted industry that you believe most closely matches the activities undertaken by the parent company. If you believe that the parent company meets the definitions of more than one, please select the best fit one and provide additional detail on the other industries in the below narrative description.*

Industry \*

Select

[See definitions of targeted industries for more information.](#)

Please provide a 1-2 paragraph narrative description explaining how the parent company meets the definition of the Select industry \*

If you believe that the parent company meets the definitions of more than one targeted industry, please explain.

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# Affiliates

Please provide information about any entities that are associated with the applicant organization.

First, whether there are any related entities contributing jobs (new or at-risk) or capital investment to the project.

If yes, we consider that to be a Contributing Affiliate. We will then collect much of the same information about this contributing affiliate that we just collected in earlier section about the Applicant Organization (i.e., legal name, DBA, locations, jobs, etc.)

Next, we will want to know if the applicant has any non-contributing affiliates to report and their relevant information.

Please read the questions carefully as we are only interested in **non-retail** affiliates that have similar or significant business operations in New Jersey.

## REQUIRED DOCUMENTATION

After all the relevant affiliates (contributing and non-contributing) have been reported, please upload an organizational chart showing the relationship between the applicant organization and its relevant affiliates including the ultimate parent organization of the group.


## Affiliates

*In this section, we need more information about any entities related to the applicant, including affiliates, real estate holding companies, and parent companies.*

### Contributing Affiliates

Other than the applicant, are any of the following related entities contributing jobs (new or at-risk of leaving New Jersey) or capital investment to the project as part of this application? These entities will be considered "Contributing Affiliates" of the applicant.\*

- Holding Company
- Subsidiary
- Parent Company With Control
- Parent Company Without Control
- Other Affiliates


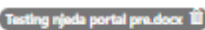
Select 

### Non-Contributing Affiliates

Does the applicant have other non-retail affiliates to report as part of this application that have similar business operations in New Jersey or significant business operations in New Jersey that may impact NJEDA's decision on this application? \*

Select 

Please upload an organizational chart or provide documentation that describes or demonstrates the relationship of all affiliates to the applicant company.

Document	Files
Documentation that describes or demonstrates the relationship of all affiliates to the applicant company *	 Add Files  Testing njeda portal pre.docx

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# Ownership

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If “**Yes**”, we will want to know information about any individual, firm, trust or other entity that has a minimum 10% ownership stake in the applicant organization.

Do not report affiliates in this section that were already reported in the prior section of this application – this would be ***in addition to*** those previously reported.

## Ownership

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In addition to any parents/holding companies/affiliates identified in the prior section, is there any individual or entity with a 10% or greater ownership of the company? \*

Select 

# Project Details

We will ask for high-level details about the proposed project for which you are seeking Emerge tax credits award.

### ELECTIVE DOCUMENTATION:

You may elect to upload any additional information here to help NJEDA understand the project more.

### Project Details

*In this section we will gather general information about the specific project you are proposing to locate in New Jersey.*

#### General Project Information

Please provide a 1–2 paragraph description of the scale and scope of the proposed project for which you are seeking Emerge Tax Credits. \*

Please provide a 1–2 paragraph description of the types of activities and job functions included in the project for which you are seeking Emerge Tax Credits. \*

Please provide a 1–2 paragraph description of the anticipated facilities required for the project (referred to as the "qualified business facility") for which you are seeking Emerge Tax Credits. \*

Please provide a 1–2 paragraph description of the internal business case driving the applicant's strategic decision to execute the project, and how the project fits into the applicant's overall business plan and their business plan in New Jersey (or the region). \*

Will this project be split across multiple facilities or locations? \*

Select ▼

You may attach or provide additional documentation that includes more detail for the NJEDA to understand more about the project.

Document	Files
Additional documentation	<a href="#">Add Files</a> <a href="#">Testing njeda portal pna.docx</a>

# Project Details (Cont'd)

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Is this a headquarters project? If yes, tell us what type of headquarters.

The Emerge Program allows for additional bonuses and the potential for a “Mega Project” designation if a project is determined to include an investment that could catalyze a new industry cluster in the state or an investment that would provide New Jersey an opportunity to take a national or global leadership position in a targeted industry or new technology.

If you think your project meets this designation, please explain why and upload documentation supporting your claim.

## Headquarters

Does this project include the establishment of the applicant's headquarters facility in New Jersey? \*

Select



## Opportunity for Industry Leadership

*The Emerge Program allows for additional bonuses and the potential for a "Mega Project" designation if a project is determined to catalyze a new industry leading investment in a new technology or high-growth sub-industry or catalyzes a new sub-industry or industry cluster within the State that would provide New Jersey an opportunity to take a national or global leadership position in a targeted industry or new technology.*

Does this project include an investment that would meet the "Mega Project" designation? \*

Select



# Project Details (Cont'd)

Please provide estimated dates for when the following project milestones will be completed.

Please note that the NJEDA would like to make applicants aware that projects receiving Emerge tax credits must comply with **Green Building standards.**

## Project Schedule

Anticipated Construction Start Date \*

MM/DD/YYYY

Anticipated Construction End Date \*

MM/DD/YYYY

Anticipated Start of Business Operations at QBF \*

MM/DD/YYYY

Anticipated Date when All Jobs and Capital Investment will be Certified \*

MM/DD/YYYY

## Environmental Sustainability

I acknowledge that my qualified business facility must comply with [Green Building Standards](#). \*

I acknowledge that I must provide plans for how the QBF will meet the Green Building Standards no later than 6 months after NJEDA Board approval. \*

# First Primary Project Location in New Jersey

## First Primary Project Location

We would like to know information about the location in New Jersey that you are proposing to locate the project.

## First Primary Project Location in New Jersey

*In this section, we will collect information about the New Jersey location that you are considering for your project. These details will help NJEDA determine the appropriate base tax credit level and bonuses that are applicable for your project. If your project spans multiple locations (QBFs), blocks, lots, census tracts, etc., please provide the information that you think will be the future address of the project and provide additional details in the below narrative descriptions and uploads.*

*Please provide below details about the first primary address of the project in New Jersey*

### First Primary Project Address

Address Line 1 ↓	Address Line 2	City	State	Zip Code
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There are no records to display.

**In 1-3 paragraphs. Please describe why this location was chosen as the best New Jersey location for this project (In your narrative description, please detail the factors that went in to choosing this site and what other sites in New Jersey were considered for this project) \***

**Must be an entry of 500 characters or more to proceed.**

# First Primary Project Location in New Jersey (Cont'd)

## Qualified Business Facility and Usage

We would like information about the business facility at the project location (known as QBF) as previously defined.

### Qualified Business Facility and Usage

*Throughout the remainder of the application we will refer to the facility at your proposed New Jersey location as the "Qualified Business Facility" or "QBF."*

Will the Qualified Business Facility at the project location be leased or owned by the applicant/?affiliate? \*

What is the class rating of the space you are considering for the New Jersey project location? \*

Which of the following options best describes the current status of the real estate transaction at this location? \*

What is the total Square Footage of the Qualified Business Facility? (This should be for the entire facility, not just the portion which the applicant is utilizing) \*

Of the total square footage, what is the useable or leased square footage for the applicant within the QBF? (Useable Square Footage leased by the tenant) \*

# First Primary Project Location in New Jersey (Cont'd)

## Usage (New Construction & Existing Space)

We would like information about the total square footage of the facility, and the amount of that square footage that will be used or leased by the applicant organization.

Of that useable or leased square footage, how does that break down across the following usage types (industrial, warehouse, R&D, Office), as well as how does that break down across new construction and existing space?

## REQUIRED DOCUMENTATION:

Please upload a copy of site plans or any relevant documentation to help the NJEDA understand the space breakdown above and demonstrating that the QBF has the capacity to host the desired workforce at the site. →

*Of the total square feet that would be used or leased by the applicant in the QBF, please provide break downs across the following uses for any new construction and any improvements to existing space:*

Usage (New Construction & Existing Space)

<b>Industrial: New Construction</b> <input type="text"/>	<b>Industrial: Existing Space</b> <input type="text"/>
<b>Warehouse/Logistics: New Construction</b> <input type="text"/>	<b>Warehouse/Logistics: Existing Space</b> <input type="text"/>
<b>Research &amp; Logistics: New Construction</b> <input type="text"/>	<b>Research &amp; Logistics: Existing Space</b> <input type="text"/>
<b>Office/Other: New Construction</b> <input type="text"/>	<b>Office/Other: Existing Space</b> <input type="text"/>
<b>Totals: New Construction</b> <input type="text" value="0"/>	<b>Totals: Existing Space</b> <input type="text" value="0"/>
<b>Total Square Footage Breakdown (New Construction + Existing Space)</b> <input type="text" value="0"/> <small>The usage breakdown must add up to equal the usable square footage of the QBF.</small>	<b>Minimum Investment</b> <input type="text" value="\$ 0"/> <small>Based on the above, your project must meet or exceed this level of total capital investment to qualify for the Emerge program</small>
	<b>Per-Square-Foot Minimum Investment</b> <input type="text" value="\$ 0"/> <small>Based on the square footages entered above, your project must meet or exceed this level of capital investment to qualify for the Emerge program.</small>
<b>How many permanent individual workstations (i.e. not common areas or coffee bars, but potentially hot desks) can the qualified business facility at the proposed New Jersey project location accommodate? *</b> <input type="text"/>	
<small>If available, please upload a copy of any site plans that will help NJEDA staff better understand the breakdown above, as well as understand the amount of workforce capacity at this site.</small>	
<b>Document</b>	<b>Files</b>
Site plans describing the area breakdown above and the workforce capacity at this site	<input type="button" value="Add Files"/>

# First Primary Project Location in New Jersey (Cont'd)

## Local Taxes and Other Public Assistance

We would like information about local taxes at this site, as well as other public assistance the applicant organization has received or intends to receive for this project location.

### REQUIRED DOCUMENTATION (if applicable):

Please upload any supporting documentation that would aid the NJEDA staff in understanding the other financial assistance received or anticipated to receive as described above.



## Local Taxes and Other Public Assistance

Is there a local payroll tax or other local taxes (other than property taxes) that would impact this project? \*

*NJEDA does not typically include local property taxes in its net economic benefit calculations. However, for projects with new construction, we do provide an opportunity for applicants to make the case to NJEDA that new local property taxes will result in a positive net benefit to the State.*

Do you intend to request NJEDA to include incremental property taxes in the net benefit calculation for your project? \*

Does the project intend to utilize Urban Enterprise Zone sales tax benefits? \*

Please provide a 2-3 paragraph narrative description, if applicable, of other government (federal, state, or local) financial assistance the project has received or is anticipated to receive, and intends to utilize on this project. (In this narrative description, please specify program name, granting body, dollar amounts or value, terms and status of application.)

Please upload any documentation that would aid the NJEDA staff in understanding the other received or anticipated government (federal, state, or local) support for this program described above.

Document	Files
Documentation that would aid the NJEDA staff in understanding the other received or anticipated government *	<input type="button" value="Add Files"/>

Is there second primary location for this project? \*

# Additional Information about the New Jersey Project Location

We would like additional information about the current state of the New Jersey project.

## Additional Information about the New Jersey Project Location

Has your company, or any related entity, already obtained site control of the proposed qualified business facility/?project location in New Jersey? \*

Does your company, or any related entity, already have a purchase contract for the proposed qualified business facility/?project location in New Jersey? \*

Has your company or any related entity made any formal decision (such as a Board decision or a formal management decision) to locate the project in New Jersey? \*

Has the applicant or any related entity made any public announcement about locating the project in New Jersey? \*

Has the applicant or any related entity incurred any expenses related to the qualified business facility, including but not limited to: moving, furniture, fixtures and equipment purchases? \*

*Note: this question does not pertain to any costs related to site evaluation or due diligence. It also does not pertain to costs that you have incurred across multiple site location to evaluate site options, such as concept engineering across multiple potential sites.*

# New Full-Time Jobs at the New Jersey Project Location

In this section, we would like information about the new full-time (“FT”) jobs you expect to create at the project location in New Jersey.

Rather than entering in each new FT job individually, NJEDA is allowing for entry of new FT jobs in aggregate across job positions, titles, or salary levels/level of position. For example, if the project intends to create 10 new Entry-level Accountant positions, a single entry for Position: Entry-level Accountant, Number of Full-Time Jobs: 10 would be reported.

Because we are asking for average salary data, please be mindful of salary levels/levels of positions when creating your entries – for example, an Entry-Level Accountant should not be part of the same line entry as the Chief Financial Officer, even though both positions may deal with financial information. When in doubt, enter it on a separate entry.

**Please only report NEW FT jobs in this section. Existing jobs at-risk of leaving New Jersey will be collected later in the application.**

## New Full-Time Jobs at the New Jersey Project Location

Upload a copy of the [Emerge Employee Information Worksheet for NEW Full-Time Jobs](#)

Enter the applicable data for each new full-time job in New Jersey. [Click here to download a copy of the Emerge Employee Information Worksheet for New Full Time Jobs](#)

Document	Files
Emerge Employee Information Worksheet *	<a href="#">Add Files</a>

Total number of New Full Time Jobs at New Jersey Location (Provide an aggregated number, details of all these jobs should be mentioned in the document asked to attach above) \*

A) Of this number, how many full-time employees will primarily spend (over 50%) their time at the Qualified Business Facility? \*

B) Of this number, how many full-time employees will not primarily spend (less than 50%) their time at the Qualified Business Facility but will spend 80% of their work hours in NJ? \*

I acknowledge that any jobs associated with this application (new or at-risk of leaving New Jersey) must be provided health benefits under a health plan, no later than 90 days after date of hire. \*

I acknowledge that any jobs associated with this application (new or at-risk of leaving New Jersey) must spend 80% of their time in New Jersey. \*

To receive any applicable bonuses for these jobs, all full-time employees working at the qualified business facility, whether they are the jobs for which the company is applying for an incentive or not, must receive wages that are the greater of \$15/hour or 120% of minimum wage.

Will all full-time jobs at the facility receive wages that are the greater of \$15/hour or 120% of minimum wage? \*

# New Full-Time Jobs at the New Jersey Project Location (Cont'd)

For each full-time job to be created, we require the following:

- Job Title
- Of total number of new full-time jobs at NJ location, how many will primarily spend (over 50%) their time at the QBF?
- Of total number of new full-time jobs at NJ location, how many will not primarily spend (less than 50%) their time at the QBF but will spend 80% of their work hours in NJ?
- A total number of FT jobs for the position title will be auto-generated based on the prior two numbers
- Average Annual Salary
- Average Hours Worked Per Week
- Are these jobs created by the Applicant or Affiliate?

## New Full-Time Jobs at the New Jersey Project Location

Upload a copy of the Emerge Employee Information Worksheet for NEW Full-Time Jobs

Enter the applicable data for each new full-time job in New Jersey. [Click here to download a copy of the Emerge Employee Information Worksheet for New Full Time Jobs](#)

Document	Files
Emerge Employee Information Worksheet *	<input type="button" value="Add Files"/>

Total number of New Full Time Jobs at New Jersey Location (Provide an aggregated number, details of all these jobs should be mentioned in the document asked to attach above) \*

A) Of this number, how many full-time employees will primarily spend (over 50%) their time at the Qualified Business Facility? \*

B) Of this number, how many full-time employees will not primarily spend (less than 50%) their time at the Qualified Business Facility but will spend 80% of their work hours in NJ? \*

I acknowledge that any jobs associated with this application (new or at-risk of leaving New Jersey) must be provided health benefits under a health plan, no later than 90 days after date of hire. \*

I acknowledge that any jobs associated with this application (new or at-risk of leaving New Jersey) must spend 80% of their time in New Jersey. \*

To receive any applicable bonuses for these jobs, all full-time employees working at the qualified business facility, whether they are the jobs for which the company is applying for an incentive or not, must receive wages that are the greater of \$15/hour or 120% of minimum wage.

Will all full-time jobs at the facility receive wages that are the greater of \$15/?hour or 120% of minimum wage? \*

# New Full-Time Jobs at the New Jersey Project Location (Cont'd)

The detailed of each new job individually as well as the sum of the new FT Jobs to be created in New Jersey is an important number in helping to determine the estimated award amount, program eligibility, and the non-refundable application fee the applicant is responsible for.

Emerge Program requires that any jobs associated with the project meet minimum standards. Here the applicant must acknowledge that these jobs will meet the standards. To be eligible for bonus criteria, all full-time jobs at the QBF – whether they are part of the incentive or not – must pay the greater of \$15/hour or 120% of minimum wage. The applicant will advise whether all full-time jobs at the QBF will meet that requirement.

**Please only report NEW FT jobs in this section. Existing jobs at-risk of leaving New Jersey will be collected later in the application.**

## New Full-Time Jobs at the New Jersey Project Location

Upload a copy of the Emerge Employee Information Worksheet for NEW Full-Time Jobs

Enter the applicable data for each new full-time job in New Jersey. [Click here to download a copy of the Emerge Employee Information Worksheet for New Full Time Jobs](#)

Document	Files
Emerge Employee Information Worksheet *	<input type="button" value="Add Files"/>

Total number of New Full Time Jobs at New Jersey Location (Provide an aggregated number, details of all these jobs should be mentioned in the document asked to attach above) \*

A) Of this number, how many full-time employees will primarily spend (over 50%) their time at the Qualified Business Facility? \*

B) Of this number, how many full-time employees will not primarily spend (less than 50%) their time at the Qualified Business Facility but will spend 80% of their work hours in NJ? \*

I acknowledge that any jobs associated with this application (new or at-risk of leaving New Jersey) must be provided health benefits under a health plan, no later than 90 days after date of hire. \*

I acknowledge that any jobs associated with this application (new or at-risk of leaving New Jersey) must spend 80% of their time in New Jersey. \*

To receive any applicable bonuses for these jobs, all full-time employees working at the qualified business facility, whether they are the jobs for which the company is applying for an incentive or not, must receive wages that are the greater of \$15/hour or 120% of minimum wage.

Will all full-time jobs at the facility receive wages that are the greater of \$15/hour or 120% of minimum wage? \*

# Current NJ Operations and At-Risk Employees

We would like information about the current New Jersey operations and At-Risk Employees of the applicant organization and/or affiliates, where appropriate.

If YES, the applicant must report each non-retail location, which may include offices, R&D facilities, industrial or production facilities, or warehouses.

For each location, whether the location is leased/owned, the total and useable/leased square footage, and a narrative description of the jobs and operations performed at the facility. The specific employee headcount at each location. Of the full-time employees, what is the total number of those positions that are at-risk of leaving NJ if the project is not awarded tax credits. The WR-30 filing for the applicant company and any official affiliates for the last tax period prior to application will also be required.

## Current NJ Operations and At-Risk Employees

*In this section, we will collect additional information about any New Jersey locations currently occupied by the applicant or its official affiliates or parent company. This includes information about any jobs that are at risk of leaving if the proposed project does not happen in New Jersey. These locations may or may not be the same as the proposed New Jersey project location.*

Is the applicant company or an official affiliate currently located in or operating in New Jersey? \*

Add files

New folder

All > Test

Name ↑

Modified

Up to"/

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# Alternate Project Location

We would like information on the alternate location where the project would be located, if not located in New Jersey. While there may be multiple alternative locations, please provide the information on the location that is being most seriously considered.

Throughout this section, we will collect similar information to what was collected for New Jersey Project Location. This will assist us in doing appropriate comparison across both the New Jersey and alternate location.

## Alternate Project Location

*In this section, we will collect information about your project's alternative location outside of New Jersey, including location and project cost details. While there may be more than one state you are considering, we would like you to focus on the single alternative state that is being the most seriously considered for this project. If there are multiple addresses you are looking at within the state, you will have the opportunity to add those below.*

### Alternate Project Address

Add Alternate Project Address

Address Line 1	Address Line 2 ↑	City	State	Zip Code
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There are no records to display.

# Alternate Project Location (Cont'd)

## Alternate Project Location

Location Name \*

Address Line 1 \*

Address 2

City \*

State \*

Zip Code \*

Is this location leased or owned? \*

Provide description of the types of job functions \*

What is the class rating of the space you are considering for your alternate location? \*

Which of the following options best describes the current status of the real estate transaction at this location? \*

What is the total Square Footage of the alternate location's facility? (This should be for the entire facility, not just the portion which the applicant is utilizing) \*

Of the total square footage, what is the useable or leased square footage for the applicant within the alternate location's facility? (Useable Square Footage leased by the tenant) \*

## Usage (New Construction & Existing Space)

<b>Industrial: New Construction</b> <input type="text"/>	<b>Industrial: Existing Space</b> <input type="text"/>
<b>Warehouse/Logistics: New Construction</b> <input type="text"/>	<b>Warehouse/Logistics: Existing Space</b> <input type="text"/>
<b>Research &amp; Logistics: New Construction</b> <input type="text"/>	<b>Research &amp; Logistics: Existing Space</b> <input type="text"/>
<b>Office/Other: New Construction</b> <input type="text"/>	<b>Office/Other: Existing Space</b> <input type="text"/>
<b>Totals: New Construction</b> <input type="text" value="0"/>	<b>Totals: Existing Space</b> <input type="text" value="0"/>
<b>Total Square Footage Breakdown (New Construction + Existing Space)</b> <input type="text" value="0"/>	

Please upload a copy of any site plans that will help NJEDA staff better understand the breakdown above, as well as understand the amount of workforce capacity at this site.

Document	Files
Site plans describing the area breakdown above and the workforce capacity at this site *	<a href="#">Add Files</a>

Please upload a copy of any documentation that exists with respect to this alternate location. This may include site visits and emails regarding site visit agendas, lease agreements, ownership documents, or substantially similar documentation for the applicant's potential out of state location alternatives, to the extent they exist.

Document	Files
Existing documentation *	<a href="#">Add Files</a>

Save

# Alternate Project Location (Cont'd)

We would like information on the alternate location where the project would be located, if not located in New Jersey. While there may be multiple alternative locations, please provide the information on the location that is being most seriously considered.

Throughout this section, we will collect similar information to what was collected for New Jersey Project Location. This will assist us in doing appropriate comparison across both the New Jersey and alternate location.

In 2-3 paragraphs, please describe why this location was chosen as the best alternative (outside of New Jersey) location for this project. In your narrative description, please layout the factors that went in to choosing this site and what other alternative sites you considered. \*

Please Enter atleast 700 charecter to Proceed to Next

Please provide a 2-3 paragraph narrative description of the capital investment that the applicant anticipates making in the alternate location as part of this project. \*

## Local Taxes and Other Public Assistance

Has the applicant received a state or local incentive offer from the alternate location? \*

Select

Is there a local payroll tax or other local taxes (other than property taxes) that would impact this project? \*

Select

# Alternate Project Location (Cont'd)

We would like information on the alternate location where the project would be located, if not located in New Jersey. While there may be multiple alternative locations, please provide the information on the location that is being most seriously considered.

Throughout this section, we will collect similar information to what was collected for New Jersey Project Location. This will assist us in doing appropriate comparison across both the New Jersey and alternate location.

Please provide a description of the additional local taxes.

Has a PILOT agreement been negotiated between the applicant and the alternate project location? \*

Has the project received a tax abatement? \*

Please provide a 2-3 paragraph narrative description, if applicable, of other government (federal, state, or local) financial assistance the project has received or is anticipated to receive, and intends to utilize at this alternate location. In this narrative description, please specify program name, granting body, dollar amounts or value, terms and status of application.

Please upload any documentation that would aid the NJEDA staff in understanding the other received or anticipated government (federal, state, or local) support for this program described above.

Document	Files
Aid documentation	<a href="#">Add Files</a> <span>Testing njeda portal pre.docx</span>

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# Additional Details for Alternate Project Location

We would like additional information on the alternate location where the project would be located, if not located in New Jersey. While there may be multiple alternative locations, please provide the information on the location that is being most seriously considered.

Throughout this section, we will collect similar information to what was collected for New Jersey Project Location. This will assist us in doing appropriate comparison across both the New Jersey and alternate location.

## Additional Details for Alternate Project Location

Has your company, or any related entity, already obtained site control of the proposed qualified business facility/?project location at the alternate project location? \*

Select

Does your company, or any related entity, already have a purchase contract for the proposed qualified business facility/?project location at the alternate project location? \*

Select

Has your company, or any related entity, already executed a lease for the proposed qualified business facility/?project location at the alternate project location? \*

Select

Has your company, or any related entity, started construction on the qualified business facility at the alternate project location? \*

Select

Has your company or any related entity made any formal decision (such as a Board decision or a formal management decision) to locate the project at the alternate project location? \*

Select

Has the applicant company or any related entity made any public announcement about locating the project at the alternate project location? \*

Select

Has the applicant company or any related entity incurred any expenses related to the qualified business facility at the alternate project location, including but not limited to: moving, furniture, fixtures and equipment purchases? \*

Select

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# New Jobs at the Alternate Project Location

We would like information on the new FT jobs you expect to create at the alternate project location. We are collecting this almost identically to how this information was collected for the New Jersey project location. This will assist us in doing appropriate comparison across both the New Jersey and alternate location.

Rather than entering in each new FT job individually, NJEDA is allowing for entry of new FT jobs in aggregate across job positions, titles, or salary levels/level of position. For example, if the project intends to create 10 new Entry-level Accountant positions, a single entry for Position: Entry-level Accountant, Number of Full-Time Jobs: 10 would be reported.

Because we are asking for average salary data, please be mindful of salary levels/levels of positions when creating your entries – for example, an Entry-Level Accountant should not be part of the same line entry as the Chief Financial Officer, even though both positions may deal with financial information. When in doubt, enter it on a separate entry.

## New Jobs at the Alternate Project Location

Please provide information below on all new jobs that will be created at the alternate project location.

Please download 'Emerge Employee Info Worksheet for Full Time Jobs For Alternative Location' by clicking here.

Enter the applicable data for new full time job at alternative location, save a copy on your machine and finally upload here by clicking on 'Upload' button.

Document	Files
Emerge Employee Info Worksheet for Jobs For Alternative Location *	<input type="button" value="Add Files"/>

Total number of New Full Time Jobs at alternate location (Provide an aggregated number, details of all these jobs should be mentioned in the document asked to attach above) \*

A) Of this number, how many full-time employees will primarily spend their time at the alternate project location? \*

B) Of this number, how many full-time employees will not primarily spend their time at the alternate project location? \*

## Part Time Jobs

Total number of New Part Time Jobs at alternate location (Provide an aggregated number, details of all these jobs should be mentioned in the document asked to attach above) \*

C) Of this number, how many part-time employees will primarily spend their time at the alternate project location? \*

D) Of this number, how many part-time employees will not primarily spend their time at the alternate project location? \*

## Other Jobs

Total number of New Other Jobs at alternate location (Provide an aggregated number, details of all these jobs should be mentioned in the document asked to attach above) \*

E) Of this number, how many Other employees will primarily spend their time at the alternate project location? \*

F) Of this number, how many Other employees will not primarily spend their time at the alternate project location? \*

# Award Timelines and Project Costs

## Award Timelines

We will collect information about the duration of your requested award and the project costs at your New Jersey and alternate locations.

First, we will want to know how long you would like your eligibility period – or the number of years you wish to get tax credits (up to 7 years). Longer eligibility periods will result in greater award sizes.

Next, we will want to know how long you would like your commitment period to be – or the number of years you intend to keep the project in New Jersey. At a minimum, this must be 1.5 times the length of the eligibility period, rounded up to the nearest year (i.e., 7-year eligibility x 1.5 = 10.5 years, rounded up to 11 years for commitment period).

Commitment periods can be extended beyond the minimum requirement, and the benefit to doing so is increasing the calculated net benefit to the state, which may increase award sizes to meet program eligibility.

## Award Timelines and Project Costs

*In this section, we will collect information about the duration of your requested award and the project costs at your New Jersey and alternative locations.*

### Eligibility and Commitment Periods

*To estimate your tax credit award NJEDA needs to determine your project's Eligibility Period and Commitment Period.*

*Your projects Eligibility Period will be the number of years that you wish to get tax credits. The Emerge Program allows eligible applicants to select an Eligibility Period of up to seven (7) years. The longer your eligibility period, the greater your total award size will be. However, longer Eligibility Periods will also necessitate a longer Commitment Period (see below). NJEDA expects that most applicants will request seven (7) year Eligibility Periods.*

**If approved for a tax credit, how many years would you like your Eligibility Period to be (i.e., for how many years would you like to receive tax credits)? \***

*To estimate your project's Total Project Comparison Costs for the New Jersey and the Alternative location NJEDA needs to determine your Commitment Period, or how many years you intend to commit to keep your project in New Jersey. Your Commitment Period will also be a key input into your projects Net Benefit Analysis.*

*At a minimum, your project's Commitment Period must be one and a half times as long as your project's Eligibility Period, rounded up to the nearest full year. For example, if you selected seven years for your Eligibility Period, your Commitment period will be seven multiplied by one and a half, which equals 10.5 years, rounded up to 11 years. Applicants can elect to extend their Commitment Period beyond the minimum to increase their calculated Net Benefit to the State (for example, to meet minimum program requirements or to potentially increase award size). Commitment Periods can be extended up to a maximum of 20 years (if an applicant provides evidence, such as a 20-years lease, to the NJEDA that it intends to keep the project in the State for longer). NJEDA expects most applicants will request Commitment Periods between 11 and 20 years.*

**If approved for a tax credit, how many years would you like your Commitment Period to be (i.e. how many years would you commit to keep your project in New Jersey for the purpose of calculating the project's benefit to the State)? \***

# Project Costs

## Project Costs

Next, we will want to know information about project costs (New Jersey and the alternate location). **Please take the time to read the introductory language carefully** – this is highly important information that applicants must provide thoroughly in order for the NJEDA to perform the cost comparison analysis.

These cost categories and definitions explain how we would like the applicant to report upfront (one-time) costs as well as ongoing annual costs.



All costs will require 3<sup>rd</sup> Party validation (proof of costs).

## Project Costs

*In this section, we will collect information about the project costs the applicant expects to incur for the proposed project both at the New Jersey QBF or at the alternate location. NJEDA will use the below information for several different calculations, so please read these instructions carefully and be as thorough as possible in your answers to this section.*

*As part of our evaluation process, NJEDA will first review all cost estimates, both for the New Jersey location as well as the alternate project location for reasonableness. This evaluation will include looking at the applicant's justification and supporting documents. Please include relevant information on assumptions or how estimates were derived in the justification field for each category cost estimate. Please provide any supporting documentation that will help NJEDA staff validate these assumptions. It is not necessary to upload the same supporting document multiple times. If you are using the same supporting document to support more than one cost, you may upload the document a single time and reference it within the justification narrative associated with other costs.*

*NJEDA staff may follow-up with applicants to get further information about any cost category that is not clearly justified or supported through documentation. Note: re-engaging with applicants to clarify cost estimates is one of the largest causes of application review delays. Providing clear, and where possible third-party document supported, cost justifications in your original application is one of the best ways to ensure timely processing of your application.*

*Upon validation of all costs, NJEDA will sum all of the one-time costs for the project in New Jersey. This total will be the projects Total One-time Project Cost estimate.*

*NJEDA will then compute a Net Present Value for all of the annual ongoing costs for the project in New Jersey for each of the years that that the applicant is requesting to utilize as their project's Commitment Period. The result of this calculation will be the New Jersey project's Total Ongoing Project Cost estimate.*

*NJEDA will then calculate the Total New Jersey Project Comparison Cost by summing the Total One-time Project Cost and the Total Ongoing Project Cost.*

*NJEDA will repeat this procedure for the Alternative Project Location to calculate the Total One-time Alternative Project Cost, the Total Ongoing Alternative Project Cost, and the Total Alternative Project Comparison Cost respectively.*

*See below for a full list of both one-time and ongoing costs and descriptions of each cost category.*

*Applicants should complete an entry for each cost category. If there are no associated projects costs in the category, please enter "0" in the value field and "N/A" in the justification field.*

*In cases where there are significant differences in the alternative site as compared to the New Jersey location that would significantly alter the cost basis for the two projects (e.g., if the applicant was considering a 100,000 square foot Class A office facility in New Jersey and a 150,000 square foot Class B office facility in the alternative locations), please correct costs to create an "apples to apples" comparison. All adjustments should be made in the alternative location column and should be clearly explained in the justification field or in a supporting document.*

*NJEDA will also utilize the validated cost categories to determine the New Jersey project's estimated Eligible Capital Investment. Eligible Capital Investment will be calculated using the following categories:*

- Hard construction costs for new construction
- Hard construction cost for renovations, repairs, or improvements
- Remediation
- Demolition and site preparation
- Site-related utility and infrastructure improvements
- Permanent heavy machinery and equipment acquisition and installation
- Furniture, Fixtures and Office Equipment
- One-time technology infrastructure costs
- Landlord contributions
- Eligible project soft costs (may be up to 20% of the total of all above categories)

# Upfront Project Costs

## Upfront Project Costs

Next, we will want to know information about project costs (New Jersey and the alternate location). **Please take the time to read the introductory language carefully** – this is highly important information that applicants must provide thoroughly in order for the NJEDA to perform the cost comparison analysis. NJEDA will require proof of costs by 3<sup>rd</sup> party validation documents.

These cost categories and definitions explain how we would like the applicant to report upfront (one-time) costs as well as ongoing annual costs.

Finally, NJEDA will utilize the validated cost category information to determine the New Jersey project's estimated Hard Construction Cost, which will be used as an input into the Net Benefit Analysis. Hard Construction Cost will be calculated using the following categories:

- Hard construction cost for renovations, repairs, or improvements
- Remediation
- Demolition and site preparation
- Site-related utility and infrastructure improvements
- Landlord contributions

### UPFRONT COST CATEGORIES AND DEFINITIONS

- **Building acquisition** (only for arms-length transactions)
- **Land acquisition** (if separate from building acquisition and only for arms length transactions)
- **Hard construction costs for new construction** (of buildings, structures, or facilities)
- **Hard construction cost for renovations, repairs, or improvements** (of a building, structure, or facility)
- **Remediation** (both site and building remediation can be included; please exclude any federal, state or local financial assistance)
- **Demolition and site preparation**
- **Site-related utility and infrastructure improvements** (including but not limited to: water, electric, sewer, and stormwater; and transportation infrastructure improvements; landscaping and tree planting; solar panel and energy storage components installations, installation costs of renewable energy systems, etc.)
- **Permanent heavy machinery and equipment acquisition and installation** (please include any major machinery or equipment that is permanently built into the facility and could not be moved to another location; examples of this type of equipment include a heavy-lift crane that is built into the facility or production equipment that the facility is built into the facility and installed before construction is completed; do not double count any costs already included in hard construction costs)
- **Eligible project soft costs** (eligible costs include, but are not limited to: architecture, design, permitting and permit fees, engineering, financing and legal, loan origination and closing costs, construction management, and freight and shipping delivery; note: for the sake of calculating the eligible capital investment for a project, soft costs totaling up to 20% of the six previous cost categories will be eligible; any excess costs in eligible categories will not be included in the capital investment calculation)
- **Ineligible project soft costs** (ineligible project soft costs will be included in the overall project cost comparison across sites, but will not be included as eligible capital investment to meet the Emerge Program's eligibility requirements; please include costs such as air fare, mileage, tolls, gas, meals, related to project development, site launch marketing costs, temporary signage costs, incentive consultant fees, Authority tax credit application fees, loan interest payments, escrows, or other similar costs).
- **Non-permanent machinery and equipment acquisition and installation** (including, but not limited to: movable production equipment, vehicles, and other heavy machinery that could be removed to another site or sold if the site were to be re-purposed for an alternative use; capital leases of non-permanent machinery and equipment can be included in this section as outlined in the program regulations)
- **Furniture, fixtures and office equipment** (such as copiers, desks, lighting fixtures, and other similar items; capital leases of furniture, fixtures, and office equipment can be included in this section as outlined in the program regulations)
- **One-time technology infrastructure costs** (including items such as local area network, servers, routers, and similar IT investments; excluding software, wireless service plans, or any other ongoing costs)
- **One-time human resources-related costs** (including severance, employee relocation costs, recruitment bonuses)
- **Lease termination costs** (please include any early lease termination costs associate both with any NJ locations or alternative locations)
- **Moving Costs** (including packing material)
- **Other one-time costs** (please specify what these costs are in the justification field; NJEDA staff will review justification and supporting documentation and determine eligibility of these items at the Authority's discretion)
- **Landlord contributions** (please specify the total amount of the above costs that are expected to be paid for by the site's landlord on behalf of the applicant (tenant); please provide additional documentation regarding these costs or allowances in the justification field)

# Ongoing Annual Costs

## Ongoing Annual Costs

Next, we will want to know information about ongoing annual costs (New Jersey and the alternate location). **Please take the time to read the introductory language carefully** – this is highly important information that applicants must provide thoroughly in order for the NJEDA to perform the cost comparison analysis.

NJEDA will require proof of costs by 3<sup>rd</sup> party validation documents and/or company documented past HR costs.

These cost categories and definitions explain how we would like the applicant to report upfront (one-time) costs as well as ongoing annual costs.

## ONGOING ANNUAL COST CATEGORIES AND DEFINITIONS

- **Rental costs** (Annual – please utilize this cost category if you are a tenant in a landlord owned facility)
- **Ownership costs** (Annual – if you have purchased your facility/site, please estimate the annual cost of ownership of the asset. For example, calculate the terminal value of the facility/site at the end of the project's commitment period; calculate the difference between the current fair market value (such as a sales price) and the terminal value; divide that difference by the total number of years in your commitment period, add in any relevant ongoing annual financing costs, and include that figure into this cost category; please provide a description of the methodology you are using in the justification field and support it with an attached document)
- **Real estate taxes** (Annual)
- **Property insurance** (Annual)
- **Building maintenance** (Annual)
- **Electricity** (Annual)
- **Other utilities** (Annual)
- **Estimated payroll** (Annual; applicants can include estimates that reflect the different labor market conditions across New Jersey and the alternative site; adjustments derived solely from changes in average tenure of employees due to current employees not relocating and being replaced by new employees should be excluded unless those savings can be realized in both the New Jersey and the alternative locations)
- **Disability & unemployment insurance** (Annual)
- **Healthcare coverage costs** (Annual)
- **Facility security costs** (Annual)
- **Facility transportation costs** (Annual - including company-paid shuttle services, parking facility costs, and other related items)
- **Inbound/outbound distribution and logistics costs** (Annual – include only costs that are directly linked to the specifics of distribution and logistics related to the project site; you may exclude this category if distribution and logistics costs will be similar across both New Jersey and the alternative location)
- **Other annual costs** (please specify what these costs are in the justification field; NJEDA staff will review justification and supporting documentation and determine eligibility of these items at the Authority's discretion)

# One Time Project Costs

## Project Costs

After reading the introductory language, you will begin reporting each one-time project cost as an individual entry.

After a cost is selected, we will require the following information for that one-time cost across New Jersey project location and alternate project location.

Within the justification/description field, please provide any context or information the NJEDA would need to understand the one-time cost. Taking the time to do this thoroughly will result in more clarity for NJEDA staff as we review the application.

An entry should be made for each one-time cost on the list – even if the amount is \$0 for costs that are not applicable.

Please identify below all the One Time Costs of the project. You can add multiple one time costs by clicking on 'Add One Time Costs' button.

The screenshot shows a web interface for entering one-time project costs. At the top right is a blue button labeled "Add One Time Costs". Below it is a table with three columns: "Cost Type ↑", "Selected cost type at New Jersey project Location", and "selected cost type at Alternate Project Location". The table area is currently empty, with a yellow message box stating "There are no records to display." Below the table is a form titled "OneTimeCost". The form includes a "Cost Type \*" dropdown menu with "Select" as the current option. Below this are two columns of input fields. The left column is for the "New Jersey Project Location" and the right column is for the "Alternate Project Location". Each column contains three fields: "Cost for above selected Cost Type at [Location] \*" (text input), "Who is incurring the cost at [Location] \*" (dropdown menu with "Select" as the current option), and "Justification / Description for [Location] \*" (text area). At the bottom left of the form is a blue "Save" button. A blue arrow points from the "Add One Time Costs" button to the "OneTimeCost" form title.

# Summary of One-Time Costs

## Project Costs

A summary of one-time costs will be auto-generated based on the one-time cost entries the applicant enters.

## REQUIRED DOCUMENTATION:

Supporting documentation is required to support the one-time cost. Providing detailed documentation will result in more clarity for NJEDA staff as we review the application.

### Summary of One-Time Costs

Total One-Time Project Costs at New Jersey Project Location

\$

Total Eligible Capital Investment at New Jersey Project Location (Amount A)

\$

Total Hard Construction Costs at New Jersey Project Location

\$

Total One-Time Project Costs at Alternate Project Location

\$

Total Eligible Capital Investment at Alternate Project Location

\$

Total Hard Construction Costs at Alternate Project Location

\$

Based on the values entered on 'New Jersey Project Location' page, the 'Minimum Qualified Capital Investment' (Amount B) would be :

\$

How much of the total capital investment will be associated with industrial or warehousing space? (This will be used to calculate the Excess Capital Investment Bonus) \*

Please upload the Cost Comparison Worksheet

[Click here](#) to download the Cost Comparison Worksheet

Document	Files
Cost Comparison Worksheet	<a href="#">Add Files</a> <span>Testing njeda portal pre.docx</span>

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# Award Timelines and Project Costs (Cont'd)

## Annual Ongoing Costs

After reporting all one-time costs, you will begin reporting each ongoing project cost as an individual entry.

**An entry should be made for each ongoing cost on the list – even if the amount is \$0 for costs that are inapplicable.**

After an ongoing cost is selected, we will require the following information for that ongoing cost across New Jersey project location and alternate project location. Within the justification/description field, please provide any context or information the NJEDA would need to understand the ongoing cost. Taking the time to do this thoroughly will result in more clarity for NJEDA staff as we review the application.

A summary of ongoing costs will be auto-generated based on the cost entries the applicant enters.

## REQUIRED DOCUMENTATION:

Supporting documentation is required to support the ongoing cost. Providing detailed documentation will result in more clarity for NJEDA staff as we review the application.

## Award Timelines and Project Costs (Continued)

### Annual Ongoing Costs

In this section, please identify annual ongoing costs.

The screenshot shows a web form for reporting annual ongoing costs. At the top right is a blue button labeled "Add Annual Ongoing Costs". Below it, there are two tabs: "Cost Type Annual Ongoing Costs ↑" and "Selected cost type at New Jersey project Location" (selected), and "selected cost type at Alternate Project Location". The main form is titled "Annual Ongoing Costs" and contains two columns of input fields. The left column is for the "New Jersey Project Location" and the right column is for the "Alternate Project Location". Each column has a "Cost Type" dropdown menu, a text input for "Cost for above selected Cost Type", a "Who is incurring the cost" dropdown, an "Other" text input, and a "Justification / Description" text area. Below these are two sections for "Supporting Documentation". The left section is for the "New Jersey Project Location" and the right for the "Alternate Project Location". Each section has a table with "Document" and "Files" columns, and an "Add Files" button. At the bottom of each section is a "Total Annual Ongoing Project Costs" input field, both showing "0.00". At the very bottom is a dropdown question: "Have you made any adjustments to any of the alternate site project costs to create a fair comparison to the NJ location? \*". At the bottom left are "Previous" and "Next" buttons.

# Award Timelines and Project Costs (Cont'd)

## Sources of Funding

We will need more information about the sources of funding the applicant intends to utilize to support the total eligible capital investment. All funding sources must equal or exceed the total eligible capital investment amount for the New Jersey project location (Amount A).

### Award Timelines and Project Costs (Continued)

#### Sources of Funding

In this section, please identify Sources of Funding.

Based on the project costs reported in the prior section, the total eligible capital investment associated with this project for New Jersey location is expected to be :

0.00

*In this section, we will need more information about the sources of funding the applicant intends to utilize to support the total eligible capital investment.*

*All funding sources must equal or exceed the total eligible capital investment amount for the New Jersey project location (Amount A)*

Add Source of funding

Name of Funding Source ↑      funding source type      Funding Amount

Source of Funding

Funding Source Name \*

Funding Source Type \*

Funding Source Amount \*

Total Identified Funding Source Amount

0.00

Is the applicant requesting/receiving development subsidies as defined by P.L. 2007, c. 200 (N.J.S.A. 52-39-1)? \*

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Submit

# Project Bonus Criteria

We will collect information to help us determine what tax credit bonuses, if any, for your project is eligible.

## Project Bonus Criteria

*In this section, we will collect information to help us determine the tax credit bonuses for your project is eligible.*

*The Emerge Program has several bonuses that can increase a projects annual per-job awards based upon factors such as the number of new jobs created, median salary of the new jobs, level of capital investment, etc. Eligibility for those bonus categories will be assessed by NJEDA based upon the information provided elsewhere in this application.*

*In addition, there are a number of policy-based bonuses that a project could receive. The following question will help NJEDA assess the eligibility of the proposed project for those policy-based bonuses. These bonus categories also enable NJEDA to provide higher award amounts through its "Inducement Methodology" (i.e., when a project's New Jersey to alternative site cost gap is less than its calculated award).*

*Note, NJEDA staff will confirm that the applicant has fulfilled the requirements of each bonus criteria awarded by the NJEDA Board during the project certification process (i.e., before any tax credits are awarded). Please indicate participation in bonuses that you reasonably believe that the applicant will actually complete. Significantly over-estimating bonuses at approval may cause NJEDA to re-run certain analyses, such as the net-benefit test, at certification.*

**Do you anticipate that the project will enter into a Labor Harmony Agreement for new or retained full-time employees involved in retail, distribution, or warehousing? Please distinguish between new/?retained full-time employees at the QBF and new full-time employees outside of the QBF, and specifically how many in each group do you expect will enter into a Labor Harmony Agreement. \***

**Does the applicant company intend to provide all project employees with access to child care—either through an on-site quality child care facility free of charge to its employees, or by offering employees a minimum of \$1,500 per employee per year in reimbursements, subsidies or vouchers, paid by the applicant company for the cost of child care? \***

**Does the applicant intend to enter into a re-entry program for the purposes of identifying and promoting employment opportunities at the applicant for former inmates and current inmates leaving the corrections system, and does the applicant intend to hire at least one active participant from the re-entry system? \***

**Will the project generate at least 50% of the Qualified Business Facility's energy through on site solar, geo-thermal, wind or other renewable or distributed energy generation? \***

# Project Bonus Criteria (Cont'd)

We will collect information to help us determine what tax credit bonuses, if any, for your project is eligible.

Does the applicant company intend to fund a training program specific to the applicant company's industry, which has the capacity to enroll 10 percent or more of the applicant company's full-time workforce, or pay a State educational institution to provide to the public a training program specific to the applicant company's industry? Please note, this means industry-specific workforce training, and does not mean onboarding, professional development, or other standard forms of training that are routinely offered to employees, regardless of industry. \*

Is the applicant engaged in a targeted industry, and does the applicant intend to use the Qualified Business Facility to conduct a full-time collaborative research relationship with a college or university? The full-time collaborative research relationship must commence after approval of the application and must require at least 35 hours per week of collaborative activity. \*

Will the qualified business facility be located in a qualified incubator facility, defined as a commercial building located within an incentive area: that contains 5,000 or more square feet of office, laboratory, or industrial space; that is located near and collaborating with a research institution, teaching hospital, college, or university; with at least 50 percent of the gross leasable area restricted for use by one or more technology startup companies? \*

Will the project be a marine terminal project in a municipality located outside a government-restricted municipality, but within the geographical boundaries of the South Jersey Port District? \*

What level of LEED Certification, if any, will the Qualified Business Facility achieve? \*

*A bonus available under Emerge if one-third or more of the members of the applicant's governing board or other governing body self-identify as members of an underrepresented community, which shall be Black, African American, Hispanic, Latino, Asian, Pacific Islander, Native American, Native Hawaiian, Alaska Native or lesbian, gay, bisexual, or transgender. If the applicant wishes to pursue this bonus, NJEDA reserves the right to speak with governing body members and/or collect information from the business or governing body members for compliance purposes.*

Please select the option that is most accurate: \*

# Other Factors Driving Your Decision Making

We will collect information on the other factors that may be driving your decision making on where to locate the proposed project. Specifically, we would like to understand in detail the rationale for why you would choose to locate the project in New Jersey vs. alternate location.

## Other Factors Driving Your Decision Making

*In this section we will collect information on the other factors that may be driving your decision making on where to locate the proposed project.*

### Additional Factors Driving Your Decision Making

Please provide a 3-4 paragraph narrative description of the business's rationale for the following:

- Please provide a description of the overall business rationale for locating this project in New Jersey. In your narrative, please specifically address the following:
  - Do you believe New Jersey's geographic location or infrastructure provide a unique benefit to this project compared to the alternate project location? Why or why not?
  - Do you believe this project would benefit from New Jersey's large retail / corporate customer base compared to the alternate project location? Why or why not?
- In addition, please also include information on what the business rationale would be for locating the project in the alternate location instead of New Jersey.

Alternatively, you may also choose to upload this as a document to be attached to the application.

Document	Files
Other Factors Driving your Decision	<a href="#">Add Files</a>

# Other Factors Driving Your Decision Making (Cont'd)

We would like to get a better understanding of what the applicant organization's biggest priorities are when deciding on the location. Please add no more than five of the predetermined key factors and assign a priority weighting to that factor. The higher the point total, the more important the factor is to the decision on where to locate the proposed project. No more than 100 points can be assigned across all factors.

## Key Factors

In alignment with the above narrative, please select (up to five) the most important factors that are driving the applicant's decision as to where to locate the project. Please weight these factors utilizing a total of 100 points. The higher the point total assigned to a factor, the more important it is to the applicant's decision making.

Add Key Factor

Factor ↑

Weight

There are no records to display.

Total Weight

0

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# Diversity, Equity, & Inclusion

As part of the NJEDA's commitment to diversity, equity and inclusion, we are collecting data across program applications to determine the demographic information associated with applicants to NJEDA programs.

We would like information about the diversity of the applicant organization. The NJEDA will use this information for tracking purposes only. Answers have no impact on eligibility for assistance and providing information is optional.

## Diversity, Equity, & 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.*

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

# Diversity, Equity, & Inclusion (Cont'd)

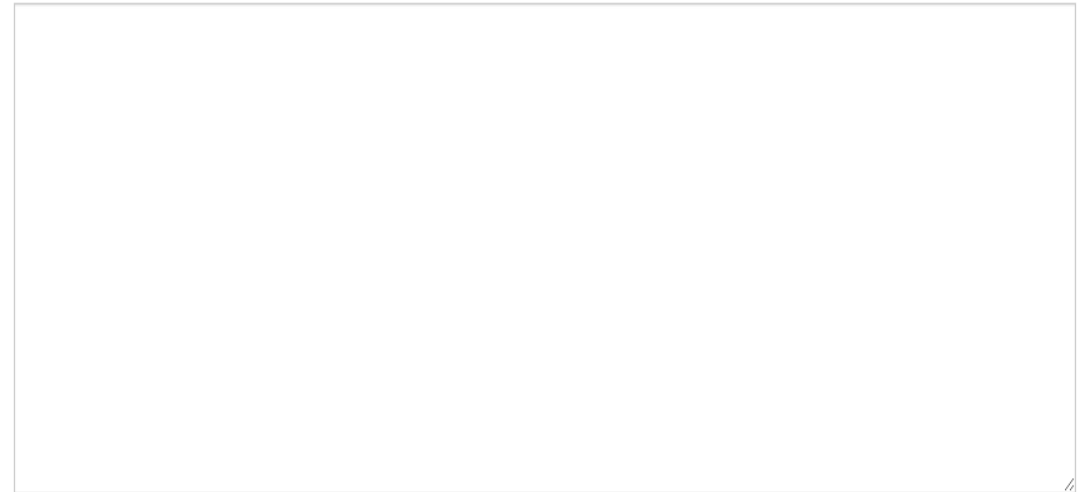
As part of the NJEDA's commitment to diversity, equity and inclusion, we are collecting data across program applications to determine the demographic information associated with applicants to NJEDA programs.

We would like information about the diversity of the applicant organization. The NJEDA will use this information for tracking purposes only. Answers have no impact on eligibility for assistance and providing information is optional.

## Additional DE&I Information

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

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



Question is not applicable

Prefer not to answer

# Diversity, Equity, & Inclusion (Cont'd)

As part of the NJEDA's commitment to diversity, equity and inclusion, we are collecting data across program applications to determine the demographic information associated with applicants to NJEDA programs.

We would like information about the diversity of the applicant organization. The NJEDA will use this information for tracking purposes only. Answers have no impact on eligibility for assistance and providing information is optional.

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

Question is not applicable

Prefer not to answer

Please describe any diversity initiatives, programs or plans the applicant organization has established. \*

Question is not applicable

Prefer not to answer

# Diversity, Equity, & Inclusion (Cont'd)

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As part of the NJEDA's commitment to diversity, equity and inclusion, we are collecting data across program applications to determine the demographic information associated with applicants to NJEDA programs.

We would like information about the diversity of the applicant organization. The NJEDA will use this information for tracking purposes only. Answers have no impact on eligibility for assistance and providing information is optional.

## DE&I Initiatives Detail

Please upload any documentation detailing diversity initiatives, if available.

Document	Files
DE&I Initiatives Detail	<a href="#">Add Files</a>

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# Prevailing Wage and Other Project Requirements

In this section, the applicant should be aware of Prevailing Wage and other requirements associated with projects receiving tax credits through Emerge Program.

This requirement involves projects with a \$10 million or more total project cost being required to enter into a Community Benefits Agreement.

## Prevailing Wage and Other Program Requirements

*Construction and buildings services activities under Emerge are subject to New Jersey affirmative action and prevailing wage requirements. We want to make sure you are aware of this requirement.*

*Projects that have a total upfront project cost of at least \$10 million must enter into a community benefits agreement with NJEDA and the municipality in which the project is located. In some circumstances, the municipality may request that the relevant county enter into the agreement on the municipality's behalf. Certain other exceptions are possible when a project over \$10M in total upfront project cost is located at a site with an existing redevelopment agreement and the municipality or county certifies the NJEDA's Tax Credit Approval Letter.*

*For any questions about this requirement, please contact your NJEDA representative.*

I have read the above statement and understand the Emerge Program's Community Benefit Agreement requirement.

*Be advised that projects utilizing financial assistance for construction related costs are subject to state prevailing wage requirements. In addition, the Emerge Program also has prevailing wage requirements for building service workers.*

*If your application is approved all construction contracts related to this project must pay at least the relevant prevailing wage rate. This requirement will continue for two years after your first receipt of tax credits for those construction contracts subject to the New Jersey Prevailing Wage Act.*

*In addition, if your application is approved, all building service worker contracts (such as janitors, security guards, maintenance staff, etc.) must pay at least the relevant prevailing wage rate. This requirement will continue for the full commitment period of the project.*

*All contractors and subcontractors must be registered with Public Works Contractor Registration Act.*

*Effective April 1, 2020, any and all construction contracts awarded in New Jersey that require payment of prevailing wage must provide proof of valid Construction Contractor Registration Certification (CRC). The Act will not require contracts that were awarded prior to April 1, 2020 to provide proof of CRC. Bidders cannot list any subcontractors in any bid proposal unless the subcontractor is registered. Information regarding this Act can be found on the New Jersey Department of Labor's Website.*

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

I acknowledge that any construction on this project is subject to Prevailing Wage.

I acknowledge that any building services on this project is subject to Prevailing Wages. ("Building services" means any cleaning or routine building maintenance work, including but not limited to sweeping, vacuuming, floor cleaning, cleaning of rest rooms, collecting refuse or trash, window cleaning, securing, patrolling, or other work in connection with the care or securing of an existing building, including services typically provided by a door-attendant or concierge. "Building services" shall not include any skilled maintenance work, professional services, or other public work for which a contractor is required to pay the "prevailing wage" as defined in section 2 of P.L.1963, c.150 (C.34:11-56.26). Additionally prevailing wage shall also apply to Building Services at the Qualified Business Facility during the Commitment Period and any Extended Commitment Period.)

I acknowledge that any contractor working on this project must be registered with the New Jersey Department of Labor and Construction.


# Prevailing Wage and Other Project Requirements (Cont'd)

In this section, the applicant should be aware of Prevailing Wage and other requirements associated with projects receiving tax credits through Emerge Program.

- I certify that any contractors or subcontractors that will perform work at the redevelopment project: (1) are registered as required by "The Public Works Contractor Registration Act," P.L.1999, c.238 (N.J.S.A. 34:11-56.48 et seq.); (2) have not been debarred by the Department of Labor and Workforce Development from engaging in or bidding on Public Works Contracts in the State; and (3) possess a tax clearance certificate issued by the Division of Taxation in the Department of the Treasury.

## Notice Form

Please download, complete, and attach the [Notice Regarding Affirmative Action / Prevailing Wage & Green Buildings Form](#).

Document	Files
Notice Form *	

# Applicant Representation

The 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: -

- 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.); or
- 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.

If you are an Authorized Representative, you will be prompted to fill out these pages throughout the application.

## Applicant Representation

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

Select



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# NJEDA Legal Questionnaire

If the individual filling out the application is an Authorized Representative, then they will proceed through the application's:

- 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.

## New Jersey Economic Development Authority Legal Questionnaire

Applicant Name: Test

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



# NJEDA Legal Questionnaire (Cont'd)

If the individual filling out the application is an Authorized Representative, then they will proceed through the application's:

- 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.

## 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.

## RELEVANT TIMEFRAMES

Responses should be given based on the following "look-back" periods:

- For civil matters, those that were either pending or concluded within 5 years of the reporting date;
- For criminal matters, those that were either pending or concluded within 10 years of the reporting date;
- For environmental regulatory matters, those that were either pending or concluded within 10 years of the reporting date; and
- For all other regulatory matters, those that were either pending or concluded within 5 years of the reporting date.

Note that in cases where Applicant has previously submitted and certified a legal questionnaire to the Authority, the Applicant may refer to its prior legal questionnaire and report only those matters that are new or have changed in status since the date of last reporting.

# NJEDA Legal Questionnaire (Cont'd)

If the individual filling out the application is an Authorized Representative, then they will proceed through the application's:

- 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.

## 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. \*

Select 

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. \*

Select 

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

Select 

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

Select 

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.). \*

Select 

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. \*

Select 

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

Select 

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

Select 

# NJEDA Legal Questionnaire (Cont'd)

The 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:

- 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.); or
- for other than above: the person with legal responsibility for the application.

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If you are an Authorized Representative, you will be prompted to fill out these pages throughout the application.

**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: \***

- 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).
- 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.
- 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.
- 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.
- 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. \***

- Laws banning or prohibiting discrimination or harassment in the workplace.
- Laws prohibiting or banning any form of forced, slave, or compulsory labor.
- 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.
- Securities or tax laws resulting in a finding of fraud or fraudulent conduct.
- Environmental laws, where the monetary award, penalties, damages, etc. amounted to more than \$1 million.
- Laws banning anti-competitive dumping of goods.
- Anti-terrorist laws.
- Criminal laws involving commission of any felony or indictable offense under State or Federal law.
- Laws banning human rights abuses.
- Laws banning the trade of goods or services to enemies of the United States.

# NJEDA Legal Questionnaire (Cont'd)

The 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:

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- for a partnership: a general partner;
- for a sole proprietorship: the proprietor;
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If you are an Authorized Representative, you will be prompted to fill out these pages throughout the application.

## Part B. Pending Proceedings

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

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>

# NJEDA Legal Questionnaire (Cont'd)

The 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:

- 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.); or
- 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.

If you are an Authorized Representative, you will be prompted to fill out these pages throughout the application.

## 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 Activities in Russia or Belarus

## CERTIFICATION OF NON-INVOLVEMENT IN ACTIVITIES IN RUSSIA OR BELARUS

Program Name: **Emerge Program**

Applicant Name: \_\_\_\_\_

Applicant DBA: \_\_\_\_\_

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**

**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**

**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.)**

### Authorized Signature

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

Applicant Authorized Representative	Name	Title	Applicant FEIN
	test test	test	00-0000000

### **E-Signature of Applicant Authorized Representative \***

### 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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# Applicant Certifications

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## Applicant Certifications

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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# Fee Payment

This is a non-refundable application fee. The fee amount is depending on the total number of new and at-risk full-time jobs associated with the proposed project.

The application fee payment methods are credit card, check and wire payment.

Please be advised that checks must be postmarked by the application deadline and the check must be received by NJEDA within 14 calendar days of this deadline. Hand-delivered checks must be received by the application deadline.

NJEDA staff will not begin reviewing an application until application fee has been received.

## Fee Payment

There is a \$... non-refundable application fee. The NJEDA will not begin review of your application until the application fee has been received.

In addition, the NJEDA charges fees during the application, approval and closing process. These fees vary depending upon the product chosen to fit your needs and the complexity / size of the project.

Please select a payment method \*

Select

**Check Instructions:**

Please make check payable to NJEDA and mail to the below address:

NJEDA  
P.O. Box 990  
36 West State Street  
Trenton, NJ 08625-0990

Reference: Please include the product code **EMERGE**, **Applicant Name** and Applicant ID#: **CAPP-**

**Wire Instructions:**

Bank Name: Wells Fargo  
Bank Address: 50 East State St / Trenton, NJ 08625  
ABA Number: 121 000 248  
Account Number: 2100 00910 0456  
Account Name: NJEDA Operating

Reference: Please include the product code **EMERGE**, **Applicant Name** and Applicant ID#: **CAPP-**

If these wire instructions need to be confirmed by phone call, please contact Elaine Harder, NJEDA Director of Accounting Services, at 609-940-9429

Application Id  
CAPP-00029280

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# Electronic Signature

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After completion, your application will be submitted upon hitting the “Submit” Button.

Please note that the NJEDA will not begin review of your application until the application fee has been received.

## Electronic Signature

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*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

# Confirmation

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After submission of your Emerge Program full application, you will receive the confirmation with your application number CAPP-xxxxxxx.

## Confirmation

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Dear

The NJEDA has received your full application for Emerge program.

The NJEDA Emerge team will now begin our completeness review of your application. We will review this information as quickly as possible, however, this completeness review may take up to two weeks to complete. We may need to follow up with you for clarifying information on certain questions during this period.

After NJEDA deems an application complete, we will send an email certification to your CEO to confirm that all information provided in the application is accurate. This certification must be signed under the penalty of perjury to move forward with a full application review.

After the CEO certification, we will begin a full application review including detailed review of all documents and additional staff due diligence. We will work to complete this step as quickly as possible, but it may take up to several months to complete depending on the quality of the information in the application. During this time NJEDA may reach out to you if additional information is needed to complete your application review.

Please note, an NJEDA Officer will be assigned to your project in the coming days and you will be receiving a call and email to set up some time to review the process moving forward.

**Your application number is CAPP-**

Thank you,

NJEDA

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