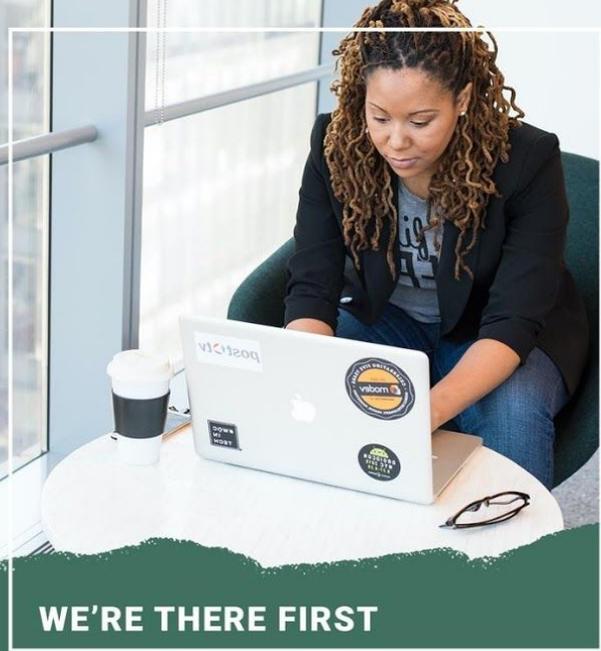




## SMALL BUSINESS LEASE EMERGENCY ASSISTANCE GRANT PROGRAM

# FAQ



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### **When does the application open?**

The application opens on August 10th at 9:00 a.m. and closes once the funds are exhausted. The grants are on a first-come, first-served basis.

### **What are the eligibility requirements?**

Grants are available on a first-come, first-served basis to small businesses with no more than 5,000SF of space, located in [NJRA's 64 eligible municipalities](#), which were established in 1996 by the legislation that created the Authority.

### **Eligibility:**

- Small businesses leasing commercial space in mixed-use buildings
- Small businesses leasing space in commercial buildings
- Storefront businesses

### **What do I need for the application:**

1. Completed online application that answers all of the questions.
2. Current executed lease agreement
3. If approved, an executed grant agreement will be provided by NJRA to be executed by tenant and landlord

### **Do I need a Tax Clearance Certification to apply?**

You will not need the tax clearance certificate to complete your application for the Small Business Lease-Emergency Lease Assistance Grant Program. You will, however, need to certify that to the best of your knowledge you do not owe any taxes to the State of New Jersey as part of the application process. We will work internally with the Department of Taxation on your behalf to resolve the certification.

**NOTE:** If you received a tax clearance certificate for any NJ agency **within the past six months**, you may use it to apply.

**What's the maximum grant that can be awarded?**

\$10,000

**Is there a minimum grant request?**

No, as long as the total does not exceed \$10,000.

**Does the money have to be repaid?**

No, the funds will be provided by way of a grant and does not require repayment.

**How did you pick the eligible municipalities?**

NJRA was established by legislation in 1996 under the administration of Governor Christine Todd Whitman to provide financing for redevelopment projects in NJ's most economically disadvantaged communities. In keeping with the mission of leaving no community behind, the legislation designated 64 historically underserved municipalities as NJRA's service area. These are communities with neighborhoods that have difficulty attracting investment. NJRA funds the redevelopment projects that traditional lenders do not.

**What documentation is required for this program?**

1. Completed online application that answers all questions
2. Current tax clearance certifications
3. Current executed lease agreement
4. If approved, an executed grant agreement will be provided by NJRA to be executed by tenant and landlord

**How long will it take to process my request?**

The NJRA will do its best to process all grants in an expeditious manner.

**Do I have to employ a certain number of individuals for eligibility?**

No, the program is not based on the number of employees.

**Is my business too small to receive assistance in my lease payments?**

No, as long as the square footage of the business does not exceed 5,000 square feet.

**Can I receive assistance from NJRA if my business has previously received funding related to COVID-19?**

Yes, as long as it's disclosed on the application. The prior COVID-relief funds can not have been utilized to assist in monthly lease payments. If funds were received for that purpose, per the CARES Act, the request will be denied.

**What if my business just opened in January?**

As long as the business was operating prior to March 1, 2020, it is eligible to receive assistance.

**Can I still apply if I'm currently delinquent in paying my landlord?**

Yes, as long as you weren't late prior to March 1st, this program will assist eligible applicants who may be delinquent due to COVID-19.

### **Can I receive assistance if my lease payments are current?**

Yes, the program is intended to assist all eligible applicants.

### **How do I know if my business qualifies?**

Most businesses are eligible to apply for this program except for: gambling and gaming activities, the conduct or purveyance of “adult” (i.e., pornographic, lewd, prurient, obscene or otherwise similarly disreputable) activities, services, products, or materials (including nude, or semi-nude performances or the sale of sexual aids or devices); any auction or bankruptcy or fire or “lost-our-lease” or “going-out-of-business” or similar sales; sales by transient merchants, Christmas tree sales, or other outdoor storage; any activity constituting a nuisance; or any illegal purposes. Tattoo shops, vaping and marijuana dispensaries, and any business involved in selling alcohol are also ineligible.

### **Are there any fees associated with this program?**

No, there are no fees required for this program.

### **What can cause a declination to my request?**

1. Your business can't be located via Google search
2. Your business does not have a tax clearance certificate (NJRA will allow the applicant 72 hours to obtain tax clearance from the time the application is submitted)
3. Prior funding was provided to assist with lease payments due to COVID-19
4. You have debarment issues with the state of NJ
5. Landlord is not willing to execute the grant agreement

### **Can I receive assistance with my lease payments if I have more than one business?**

Yes, as long as the businesses are in NJRA's eligible communities.

### **How are the funds disbursed? Are they sent to me directly?**

The funds will be provided to your landlord once the grant agreement is executed by both parties and returned to NJRA. The funds will be provided via ACH.

### **How do I submit the documents for my business?**

This program is 100% electronic. Due to current conditions, all documentation will be handled electronically.



**SMALL BUSINESS LEASE**  
EMERGENCY ASSISTANCE GRANT PROGRAM

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[www.njra.us](http://www.njra.us)