

BOROUGH OF PEAPACK AND GLADSTONE

TELEPHONE: 908-234-2250
FAX: 908-781-0042

1 SCHOOL STREET
P.O. BOX 218
PEAPACK, NJ 07977

April 1, 2020

Dear P-G Business Owner(s),

These unprecedented times have all of us in local government working tirelessly to protect and support our residents, commercial and private, as we brace ourselves against the COVID-19 pandemic. Due to the unknown duration of the restrictions to public activities, we are reaching out to you with immediate NJ-based relief programs to help stabilize your business operations while additional help from the Federal government is underway. The next month promises to be critical as we all gain a better understanding of the scope and length of the challenges we currently face.

Please review the enclosed materials immediately to determine your business' eligibility and what steps can be taken to receive financial relief. Due to the program caps, we expect that there will be many, many applications and encourage you to apply as soon as you can beginning on Friday, April 3rd. We further anticipate more funding and relief to be coming in the near future, but this is what we know at this time.

Don't hesitate to contact us at any time if you have any questions or would like to discuss.

With warm regards,

The Mayor and Borough Council of Peapack and Gladstone
(908) 234-2250

Greg Skinner, Mayor
Mark Corigliano, Council President
Amy Dietrich, Councilwoman
GP Caminiti, Councilman

gskinner@peapackgladstone.org
mcorigliano@peapackgladstone.org
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gpcaminiti@peapackgladstone.org



COVID-19 Economic Relief Package

WIDENING ACCESS TO FINANCING
FOR SMALL BUSINESSES AND INDUSTRY
TO STABILIZE REVENUE

March 31, 2020

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We have developed our economic stability approach around three core principles

- 1. Get funding into the market as soon as possible**
 - ▶ Where possible, adjust existing NJEDA programs to address crisis needs
 - ▶ Utilize multiple channels / partners to maximize marketing of programs and minimize processing capacity constraints
- 2. Leverage private, federal, and philanthropic capital where possible to scale impact**
- 3. Provide a suite of compatible offerings to help address varied marketplace needs (e.g., grants, no-cost loans, low-cost loans, loans through intermediaries, technical assistance)**

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COVID-19 Economic Relief Package

NJEDA
New Jersey Economic Development Authority



SMALL BUSINESS EMERGENCY ASSISTANCE GRANT PROGRAM



SMALL BUSINESS EMERGENCY ASSISTANCE LOAN PROGRAM



PROGRAMS TO MOBILIZE CAPITAL TO MICRO-, SMALL, & MEDIUM-SIZED BUSINESSES

CDFI First Loss Reserve Fund

Emergency Assistance Guarantee

Entrepreneur Support Program



NJ TECHNICAL ASSISTANCE SUPPORT



CREDIT FLEXIBILITY TO SUPPORT BUSINESSES

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SMALL BUSINESS EMERGENCY ASSISTANCE GRANT PROGRAM

NJEDA
New Jersey Economic Development Authority

**Operating expense grants of up to \$5K
to small businesses with 1-10 FTE
in highly impacted industries**

NJEDA Program Size

\$5M

(initial wave)

Business Eligibility

- Industries, as determined by NAICS code:
 - Retail
 - Accommodation & Food Service
 - Arts, Entertainment, & Recreation, Repair & Maintenance; Personal & Laundry Services
 - (Eligible NAICS codes that start with 44, 45, 71, 72, 811, 812)
- Non-profit entities in the above industries are permitted to receive grant funding if they also have the following designations: 501(c)(3), 501(c)(4), and 501(c)(7)
- Must certify to negative impact of emergency
- Physical commercial location in NJ
- Must be registered to do business in New Jersey
- Department of Labor good standing
- 1-10 FTE per Company's 2019 4th Quarter NJ-WR30 filing with the Department of Labor: visit <https://forms.business.nj.gov/grant-size/> to estimate your FTE
- Must fill out and certify simplified debarment legal questionnaire

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Grant Application Screen Shots: Contact information



NJEDA Grant Application
NJEDA Small Business Emergency Assistance Grant Program

Contact Business Industry Details Background Certification

Contact Information
Please provide us with your contact information.

Your Name *

Company Name * Doing Business As (DBA)

The full name of your registered legal entity. Does your business operate under a different name?

Phone *

Website

Email *

Email (confirm) *

Business Address *

New Jersey

The physical location of your business.

Is this a commercial location?
Yes No

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Application window opens on:
Friday, April 3rd
9:00am ET

Application window closes on:
Friday, April 10th
9:00am ET

Application will be available at:
<https://cv.business.nj.gov>

Grant Application Screen Shots: Information about your business



NJEDA Grant Application
NJEDA Small Business Emergency Assistance Grant Program

Contact Business Industry Details Background Certification

Your Business
Please ensure you provide accurate information, or your application may be delayed or rejected.

Entity Type * Employer Identification Number (EIN) *

Limited Liability company (LLC) 12-3456789

What is the ownership structure of your business? The 9-digit federal tax identification number of your business.

Year Established * Sector

2005 Accommodation and Food Services

The year in which your business was incorporated.

Full-Time Employees * Part-Time Employees *

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As of December 31, 2019. As of December 31, 2019.

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Grant Application

NJEDA Small Business Emergency Assistance Grant Program

Contact Business **Industry** Details Background Certification

Your Industry

Do you know the NAICS code of your business?

Yes No

This is a six-digit number that corresponds to your company's industry. It can be found on the company's founding documents.

NAICS Code

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Contact Business **Industry** Details Background Certification

Your Industry

Do you know the NAICS code of your business?

Yes No

This is a six-digit number that corresponds to your company's industry. It can be found on the company's founding documents.

Sector

Accommodation and Food Services

Industry

722511 - Full-Service Restaurants

Description

This U.S. industry comprises establishments primarily engaged in providing food services to patrons who order and are served while seated (i.e., waiter/waitress service) and pay after eating. These establishments may provide this type of food service to patrons in combination with selling alcoholic beverages, providing carryout services, or presenting live nontheatrical entertainment.

NAICS Code: 722511

I confirm that the NAICS code of ACME, Inc is 722511.

Please ensure this is accurate, or your application may be delayed or rejected

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Grant Application Screen Shots: Business Details



Please ensure you provide accurate information, or your application may be delayed or rejected.

Business Details

Is ACME, Inc a home-based business?*

Yes No

Does ACME, Inc host gambling or gaming activities?*

Yes No

Does ACME, Inc conduct or purvey "adult" activities, services, products or materials?*

Yes No

i.e., pornographic, lewd, profane, obscene or otherwise similarly disreputable, including nude or semi-nude performances or the sale of sexual aids or devices.

Does ACME, Inc conduct auction, bankruptcy, fire, "lost-our-lease," "going-out-of-business," or similar sales?*

Yes No

Is ACME, Inc a transient merchant?*

Yes No

Is ACME, Inc an outdoor storage company?*

Yes No

E.g. Christmas tree sales.

Does ACME, Inc conduct any activities that may constitute a nuisance?*

Yes No

Does ACME, Inc conduct business for any illegal purposes?*

Yes No

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Grant Application Screen Shots: Additional Background and Certifications (1/2)



Grant Application

NJEDA Small Business Emergency Assistance Grant Program

Contact

Business

Industry

Details

Background

Certification

Additional Background Information

Businesses applying for eligibility 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 pertaining to the commission of certain actions that can lead to debarment or disqualification from eligibility under the Regulations.

All capitalized terms used in this Questionnaire, except those defined elsewhere herein, shall be defined at the bottom of this form.

Has Applicant, any officers or directors of Applicant, or any Affiliates (collectively, the "Controlled Group") been found guilty, liable or responsible in any Legal Proceeding 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).

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Grant Application Screen Shots: Additional Background Information

1. Been convicted and/or found guilty and/or pled guilty and/or found liable and/or paid a fine or otherwise paid to settle any allegations made by the government in any court to any violation of law, other than minor traffic offenses.

If yes, provide complete details, including when, where, and why.

Yes No

2. Been denied a license or permit required to engage in its business or profession or has any such license or permit or been suspended or revoked by any government?

If yes, provide complete details, including when, where, and why.

Yes No

3. Been suspended, debarred, disqualified, denied a classification rating or prequalification or otherwise been declared not responsible to bid or submit a form of prequalification on or to perform work on any public contractor subcontract?

If yes, provide complete details, including when, where, and why.

Yes No

4. Violated the terms of a public agreement or transaction so seriously as to affect the integrity of an agency program?

If yes, provide complete details, including when, where, and why.

Yes No

5. Had an injunction, order or lien entered against it in favor of any governmental agency including but not limited to judgments or liens based on taxes assessed or fines and penalties imposed by any government agency?

If yes, provide complete details, including when, where, and why.

Yes No

6. Is the applicant presently indicted for or otherwise criminally or civilly charged by a government business with the commission of a violation of law?

If yes, provide complete details, including when, where, and why.

Yes No

Question about prior convictions

Questions about license or permit denials or revocations

Question about public debarment

Question about breaking the terms of an agreement with a public agency

Question about any injunction orders in favor of a government agency

Question about ongoing criminal or civil proceedings

Grant Application Screen Shots: Certifications (1/2)

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

1. 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 EDA which may at its option terminate its financial assistance.

2. 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 EDA.

3. I authorize that the firm will make a best effort not to furlough or lay off any individuals from the time of application through six months after the end of the declared state of emergency. If you have already furloughed or laid off workers you must make a best effort pledge to re-hire those workers as soon as possible. Any material breach of its best efforts certification may result in the NJEDA seeking repayment of the grant.

4. I authorize that the firm has been negatively impacted by the COVID-19 declared state of emergency (e.g., has been temporarily shut down, has been required to reduce hours, has had at least a 20% drop in revenue, has been materially impacted by employees who cannot work due to the outbreak, or has a supply chain that has materially been disrupted and therefore slowed firm-level production).

5. I authorize that the firm has a material financial need that cannot be overcome without the grant of emergency relief funds at this time (e.g., does not have significant cash reserves that can support the firm during this period of economic disruption).

6. I authorize the EDA 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 grant with the EDA.

7. I authorize that the firm is in good standing with the State of New Jersey's Department of Treasury, Division of Taxation (e.g., the firm has filed all mandatory Annual Reports and is current on obligations). Should the firm have a reporting deficiency or an outstanding obligation to the Division of Taxation, the NJEDA or the Division may seek repayment of the grant.

8. I authorize that an electronic signature of this Application and any Approval Letter or Grant Agreement shall be a binding on the parties.

False statements can be prosecuted

Dept. of Law can verify my answers

Best effort not to lay off employees and rehire those that have already been let go

I have been negative impacted by COVID-19

This grant is needed by my business

NJEDA can share information with specific parties to execute this grant

I am in good standing with the Departments of Labor and Taxation

I am signing this electronically

Signature *



John Doe

ACME, Inc.

555 Main St. #7
Anytown, New Jersey 11111

(888) 555-1212
John@acme.com
Https://www.acme.com

I, John Doe, am an Authorized Signer for ACME, Inc., and I accept the above terms and conditions.

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Submit

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Grant Application

Thank You

Thank you for applying for NJEDA Small Business Emergency Assistance Grant.

Your application number is: CV19G15

A decision will be emailed to John@acme.com as quickly as soon as possible (probably within a few days); please continue to monitor that email address.

To learn about about other COVID-19 relief programs available to businesses, visit <https://forms.business.nj.gov/programs>

Your responses are available for download below:

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Grant Award Size Estimate Calculator Screen Shot



Grant Size Estimator

A tool for helping understand how NJEDA determines grant size, as calculated from Q4 2019 employee wage data filed in your form W-9.30.

Employees

Please enter the wages earned by each W2 employee (fulltime and parttime) in Q4 2019. Do not enter 1099 contractors.

Employee Name	Employee Wages *	FTE Equivalent
John Doe	\$5,000.00	1.00
Jane Doe	\$7,500.00	1.00
Jack Doe	\$800.00	0.18
Total Q4 payroll: \$13,300.00		FTE equivalents: 2.18

+ Add Employee

Estimate Grant Size

Save

Available at: <https://cv.business.nj.gov>



Grant Size Estimator

A tool for helping understand how NJEDA determines grant size, as calculated from Q4 2019 employee wage data filed in your form W-9.30.

Estimated Grant Size **\$2,000.00**

Based on the information you provided, your business has 2.18 rounded full-time employee FTE equivalents, and your estimated grant would be \$2,000.00. If your business has \$24,811.000 per each FTE equivalent up to a maximum of \$5,000.

For more details, see NJ 11 Apply State Aid Staff Business Development Grant Eligibility.

Please use this tool to learn about other programs for which your business may also be eligible. For assistance, contact us at 609-426-3333.

NOTE: This tool is for informational purposes only. It does not constitute an award.

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Grant Size Estimator

A tool for helping understand how NJEDA determines grant size, as calculated from Q4 2019 employee wage data filed in your form W-9.30.

Ineligible

The NJEDA Emergency Assistance Grant Program is for businesses with 10 or fewer full-time employees (FTE) employees.

Your business has 2.18 FTE equivalents.

For more details, please see Staff Business Development Grant Eligibility.

Please use this tool to learn about other programs for which your business may be eligible. For assistance, contact us at 609-426-3333.

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SMALL BUSINESS EMERGENCY ASSISTANCE LOAN PROGRAM



Up to \$100K working capital loans for up to 10 years for businesses with \$5 million or less in revenue; 0% for years 1-5; 1-3% for years 6-10.

NJEDA Program Size

\$10M

(initial wave)

Business Eligibility

- \$5M or less annual revenue
- Physical commercial location in New Jersey
- At least 1 year in existence
- Must be registered to do business in New Jersey
- Minimum Global Debt service ratio of 1.0 based on the year prior to the declaration of emergency
- Tax Clearance; Department of Labor good standing
- Minimum Credit Score of 600 for at least one guarantor
- Must show negative impact of emergency (e.g., closure, reduced hours, 20% revenue drop, 20%, etc.)
- Additional conditions may apply
- Must fill out and certify simplified debarment legal questionnaire



PROGRAMS TO MOBILIZE CAPITAL TO MICRO-, SMALL, & MEDIUM-SIZED BUSINESSES

NJEDA
NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY

CDFI First Loss Reserve Fund

\$10M capital reserve fund for first-loss position, up to 50%, on CDFI loans that provide low/no-interest loans to micro and small businesses

NJEDA Program Size

\$10M
 (initial wave)

Eligibility

- Federally-certified, NJ-based CDFI
- Have the operational and financial capacity to use the guarantee effectively
- Have significant experience working with underserved business segments and in communities underserved by other banks
- Must fill out and certify simplified debarment legal questionnaire
- CDFI Loans that are guaranteed must:
 - Be to an impacted business
 - Be focused on working capital
 - Not exceed \$75,000
 - Have an interest rate of 3.75% or less
 - Not exceed a term of five years
 - Provide flexible loan structures

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PROGRAMS TO MOBILIZE CAPITAL TO MICRO-, SMALL, & MEDIUM-SIZED BUSINESSES

NJEDA
NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY

Emergency Assistance Guarantee

\$100,000 Maximum guarantee, 50% guarantee of working capital loans, take first loss position; no fees

NJEDA Program Size

\$10M
 (initial wave)

Business Eligibility

- Must work through a Premier Lender bank or Premier CDFI
- \$5M or less in revenue
- Physical commercial location in NJ
- At least 1 year in existence
- All industries eligible
- Must show negative impact of emergency (e.g., closure, reduced hours, 20% revenue drop, supply chain disruption, etc.)
- Must fill out and certify simplified debarment legal questionnaire
- Tax Clearance; Department of Labor good standing
- Non-profits are eligible

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PROGRAMS TO MOBILIZE CAPITAL TO MICRO-, SMALL, & MEDIUM-SIZED BUSINESSES



NJ Entrepreneur Support Program
Provide 80% loan guarantees for working capital loans to start-up entrepreneurs

NJEDA Program Size

\$5M
(initial wave)

Eligibility

- Must be NJ-based start-up company (registered to do business, C-suite in the State)
- Under \$5M in revenue; under 25 people
- Investors have already provided funding in the form of a convertible note, safe or equity interest.
- Investor does not need to be NJ-based
- Align with the Governor's Economic Plan
- Must fill out and certify simplified debarment legal questionnaire
- Tax Clearance; Department of Labor good standing
- Minimum of 50% of employees in NJ

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NJ TECHNICAL ASSISTANCE SUPPORT



Support for organizations providing technical assistance to COVID-19 Impacted Small Businesses
Applying for SBA Funding Programs

NJEDA Program Size

\$150K
(initial wave)

This assistance includes, but is not limited to, preparing financial information, packaging application documentation, and completing and submitting the on-line or paper-based application.

- [African American Chamber of Commerce of New Jersey \(AACCNJ\)](#)
- [New Jersey State Veterans Chamber of Commerce](#)
- [Rising Tide Capital](#)
- [Statewide Hispanic Chamber of Commerce of New Jersey \(SHCCNJ\)](#)

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CREDIT FLEXIBILITY TO SUPPORT BUSINESSES



Ability to provide flexible terms to portfolio customers impacted by COVID 19

Expanded delegations to provide quick cash flow relief and to facilitate business access to funding for working capital to continue operations and employment in New Jersey through:

- Payment Moratoria
- Loan Maturity Extensions
- Subordinations
- Fee Waivers

Businesses Served



Programs for Micro-Businesses	Programs for Small Businesses	Programs for Medium Businesses
▶ SMALL BUSINESS EMERGENCY ASSISTANCE GRANT PROGRAM	▶ SMALL BUSINESS EMERGENCY ASSISTANCE LOAN PROGRAM	▶ EMERGENCY ASSISTANCE GUARANTEE PROGRAM
▶ CDFI FIRST LOSS RESERVE FUND	▶ EMERGENCY ASSISTANCE GUARANTEE PROGRAM	▶ CREDIT FLEXIBILITY TO SUPPORT BUSINESSES
▶ EMERGENCY ASSISTANCE GUARANTEE PROGRAM	▶ NJ ENTREPRENEUR SUPPORT PROGRAM	▶ SMALL BUSINESS EMERGENCY ASSISTANCE LOAN PROGRAM
▶ NJ ENTREPRENEUR SUPPORT PROGRAM	▶ NJ TECHNICAL ASSISTANCE SUPPORT	
▶ NJ TECHNICAL ASSISTANCE SUPPORT	▶ CREDIT FLEXIBILITY TO SUPPORT BUSINESSES	
▶ CREDIT FLEXIBILITY TO SUPPORT BUSINESSES		

Small Business Emergency Assistance Loan Program is available to help small businesses access funding for working capital to continue operations and employment in New Jersey through:

1-800-JERSEY7

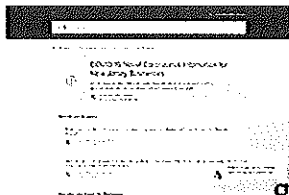


Additional Resources

NJEDA
NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY

NEW JERSEY COVID-19 BUSINESS INFORMATION HUB

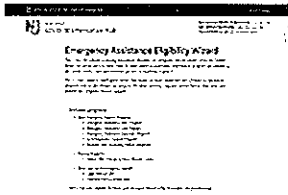
Search for information on COVID-19 and its impact on businesses.



CV.BUSINESS.NJ.GOV

EMERGENCY ASSISTANCE ELIGIBILITY WIZARD

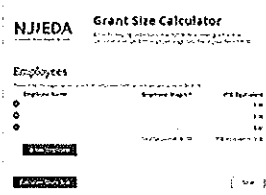
See what support programs are available to you to help stabilize your operations and get back on a pathway to growth.



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GRANT AWARD SIZE ESTIMATE CALCULATOR

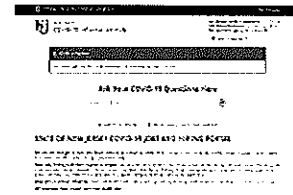
Get an early estimate of your potential grant award size based on information you submitted on your Q4 2019 NJ WR-30



CV.BUSINESS.NJ.GOV

NEW JERSEY COVID-19 JOBS AND HIRING PORTAL

Businesses across New Jersey need thousands of workers for immediate hire. Learn more about who is hiring in your community.



JOBS.COVID19.NJ.GOV