



# NJ ZIP Phase 3 – Purchaser Read Me & Walk Through

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## PURCHASER APPLICATION READ ME

This document provides step-by-step instructions for the purpose of applying to the NJ ZIP Phase 3 purchaser application. Please review this document in advance of applying and use it for reference as you work through the process. If you have any questions as you advance, please reach out to [njzip@njeda.gov](mailto:njzip@njeda.gov) with the title “Purchaser application – Questions – [your organization name]”. You may also reach out to the NJ ZIP Help Desk via email at [njzip-help@ejb.rutgers.edu](mailto:njzip-help@ejb.rutgers.edu), or via call/text at (732) 790-0663.

### Before Starting Your Application

**Before you start, you should have the following information/documentation ready:**

- Proof of Intent to Purchase from an Approved Vendor
  - Either Purchase Order from Vendor with contingency (i.e., PO is dependent upon receipt of voucher) OR quote from Vendor for the specified vehicle(s)
  - PO should include applicant-specific anticipated date of delivery and NJ ZIP voucher contingencies
- Vehicle information
  - Vendor name, Make/Model, and associated VHCL record (in the NJ ZIP system)
  - Vehicle Use
  - Location that the vehicles will be domiciled in
  - Anticipated annual mileage
  - Information on any vehicles being replaced for scrappage bonus (if applicable)
- Applicant Company information
  - Legal name, entity formation state and date, entity type, EIN, address, and contact information (Note: contact information will be requested for the primary point of contact, i.e., the person who will primarily interact with NJEDA staff, and who has direct access to the Purchaser application and account. There will be fields for the legally authorized representative and for CEO/Owner, if different than the primary contact), and there will also be sections to provide standard contact information (if applicable) about any consultants, legal counsel and/or accountants that should receive outreach/information regarding your NJ ZIP application.
- NJ Tax Clearance Certificate listing NJ EDA
  - Purchaser must provide valid NJ tax clearance documentation at the time of application, prior to closing, and at time of voucher disbursement to the vendor. Documentation must be updated every 180 days. *This can be accessed through [https://www16.state.nj.us/NJ\\_PREMIER\\_EBIZ/jsp/home.jsp](https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp) for NJ registered*



*businesses, and it should list New Jersey Economic Development Authority (which can be selected from a drop down in the request form). If you are not already registered to do business in the State of New Jersey, it is highly recommended that you complete that process before submitting the application.*

- If this certificate has been requested and is not yet available for download, documentation of the request can be uploaded in lieu – however the tax clearance certificate must be valid for an application to be considered complete.
- Proof of Charging Plan
  - Confirmation of charging/hydrogen fueling infrastructure plan or compatible public charging infrastructure will be required.
  - Applicants must submit proof of existing charging/hydrogen fueling infrastructure OR provide a detailed plan to construct or contract to construct charging/hydrogen fueling infrastructure OR identify compatible public charging infrastructure.
- If applying as a small business (less than 25 full-time employees OR less than \$5M in gross annual revenue):
  - Staff count - *Tax documented staff count, as appropriate to company type: e.g., Federal 941, WR-30, etc.*
  - Annual revenue - *Tax documented revenue, as appropriate to company type: Federal 941 and e.g., NJ-CBT-100 (Schedule A), Form-1065, Form-1040 (Schedule C)*
- If applying as a Small Business Overburdened Community Applicant:
  - The Applicant is a small business (less than 25 full time employees OR less than \$5M in annual revenue); AND the Applicant organization's business address (property can be owned or leased) is located within an Overburdened Community or formally designated Adjacent Community; AND the Applicant commits to registering new vehicles funded via NJ ZIP to the Applicant's business located within an Overburdened Community or formally designated Adjacent Community.
  - Proof of location in New Jersey from which you will be registering and primarily operating the vehicle, including but not limited to unexpired lease or rental agreement, business checking account within the last 60 days, utility bill within the last 90 days, tax bill from the IRS within the last year, or current vehicle registration.
  - *See online map linked below of New Jersey Overburdened Communities (OBCs) as defined by the State's Environmental Justice Law:*  
<https://experience.arcgis.com/experience/548632a2351b41b8a0443cfc3a9f4ef6>
- If applying as a woman-, minority-, and/or veteran-owned business:
  - NJ woman-, minority-, and/or veteran-owned business certification
  - *This can be accessed through [www.njportal.com/DOR/SBERegistry](http://www.njportal.com/DOR/SBERegistry) for registered businesses. If this has been requested and is not yet available, documentation of*


*the request can be uploaded in lieu. The certificate must be valid at time of voucher approval for the bonus to be applied.*

- If utilizing other grant funding to cover upfront purchase costs beyond the NJ ZIP Grant amount:
  - Please include documentation from any other sources including but not limited to: NJ State programs, Department of Environmental Protection’s Volkswagen (VW) Settlement Fund grants, etc.
- If applying as a religious organization:
  - Religious Activity Questionnaire
  - *Please download, fill out, and upload this form here:*  
<https://1e7pr71cey5c3ol2neoaoz31-wpengine.netdna-ssl.com/wp-content/uploads/2021/02/CV19L-Religious-Activity-Questionnaire-FINAL.pdf>
- If applying as a political organization:
  - Political Activity Questionnaire
  - *Please download, fill out, and upload this form here:*  
<https://www.njeda.com/lobbying-political-activity-questionnaire-6-23-2020/>

## Example Vehicle Record & Vendor Contacts

To be eligible, purchaser applicants must submit a quote to purchase new, zero-emission medium- or heavy-duty commercial vehicle(s) from an approved vendor participating in NJ ZIP. NJEDA has provided a list of eligible vehicles on the website that will also be reflected in the formal application for applicant selection.

NOTE: While NJEDA has confirmed the vehicles approved under the program meet all program requirements, the Authority does not make any representations or warranties as to the quality, reliability, or performance of any approved vehicle or vendor participating in the program and applicants should perform their own research and due diligence before proceeding with any vehicle purchase.



Vehicle image

Vendor Entity Name  
 Vehicle make / model  
 Vehicle type (bus, truck, etc)  
 ZEV type (battery, fuel cell, etc)  
 Vehicle Class  
 MSRP: \$XXX,XXX

**This is an example vehicle identifier that is intended to be posted on the website to assist potential purchasers in decision making or outreach for quotes.**

**Please reach out to the associated vendor contact to verify specific information.**

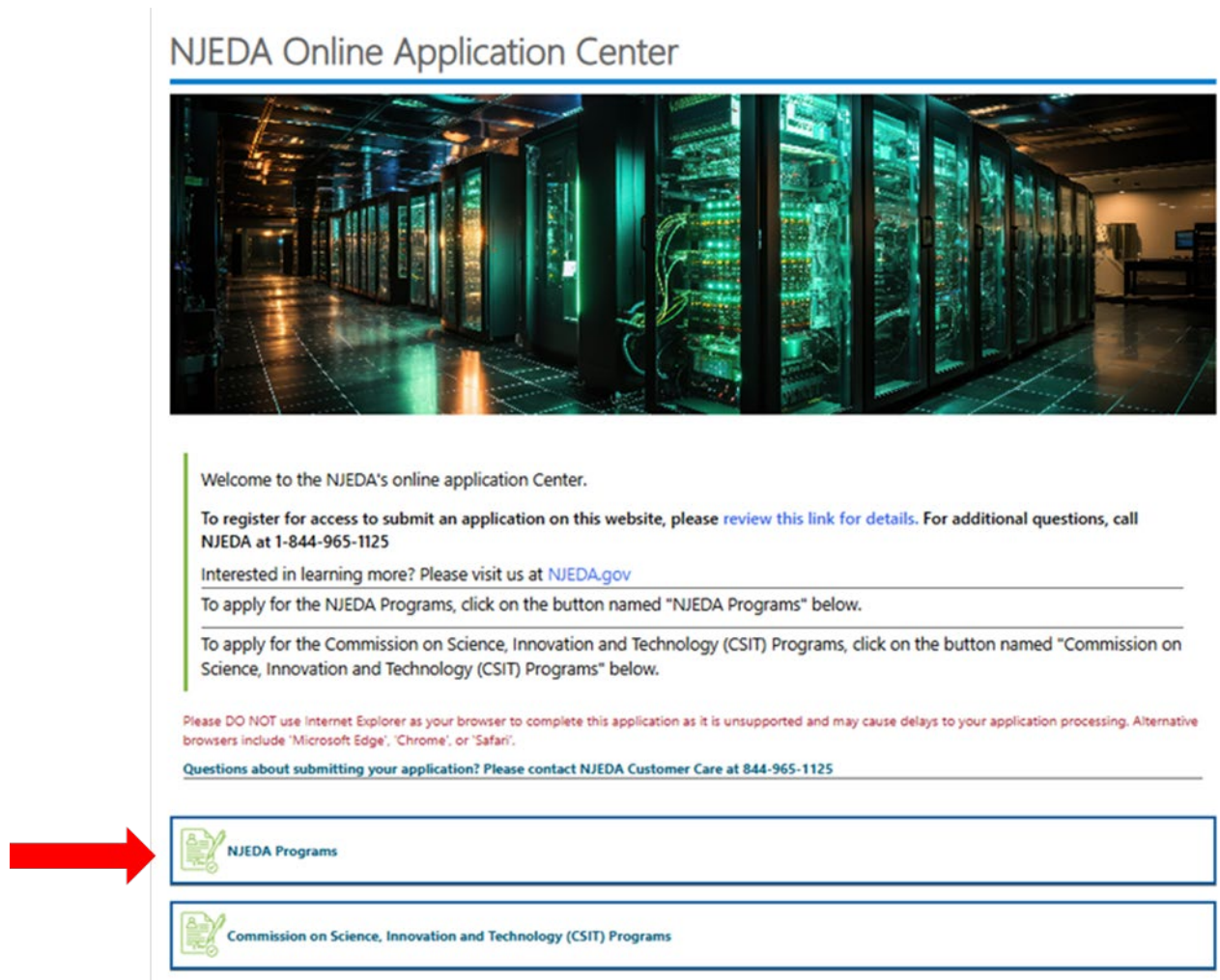
[\[Click HERE for Vendor List\]](#)

[\[Click HERE for Vehicle List\]](#)

## NJEDA Online Application Center – Opening Page

Before you begin: if you do not have an account already, create an NJEDA user account that you will use to log in to NJEDA’s pre-registration and/or application portal [via this link](#).

1. Navigate to [NJEDA’s Online Application Center](#) and select **NJEDA Programs**



Welcome to the NJEDA's online application Center.

To register for access to submit an application on this website, please [review this link for details](#). For additional questions, call NJEDA at 1-844-965-1125

Interested in learning more? Please visit us at [NJEDA.gov](#)

To apply for the NJEDA Programs, click on the button named "NJEDA Programs" below.

To apply for the Commission on Science, Innovation and Technology (CSIT) Programs, click on the button named "Commission on Science, Innovation and Technology (CSIT) Programs" below.

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](#)

**NJEDA Programs**

Commission on Science, Innovation and Technology (CSIT) Programs

2. Scroll through NJEDA Programs and locate **NJ ZIP Purchaser 3**



 NJ Cool	 NJ RISE	 NJ ZEV
 NJ ZIP Purchaser Phase 2	 NJ ZIP Vendor 2	 NJ ZIP Purchaser 3
 NJ ZIP Vendor 3	 New Jersey Innovation Fellows AI Cohort	 New Jersey Innovation Fellows Entrepreneur Supplemental AI Cohort





## PURCHASER APPLICATION WALK THROUGH

### Welcome Page: Create Your Purchaser Application

Take a moment to read and familiarize yourself with the welcome page where you can create one or more applications. Please make note of the “Common Application ID”, as it is your purchaser application number to be used for any outreach regarding your application status. You will be able to save your application progress and can return it later by clicking the CAPP-ID.

You may apply for multiple vehicles within a single application, however, only one vendor may be selected per application. If you submit multiple applications, you will be required to pay an application fee for each. The total funding cap across all applications per EIN is \$3M per round of NJ ZIP Phase 3 funding.

Read!

Welcome to the NJ ZIP Applicant Portal!

To be eligible for this pilot program, you must be a commercial, industrial, or institutional organization registered in New Jersey, plan to buy a new zero-emission, medium- or heavy-duty vehicle from an approved NJ EDA Vendor, and plan to operate 75% or more of vehicle mileage within New Jersey.

Please create a voucher application for your qualifying zero-emission medium-duty vehicle(s) purchase by clicking the "Create" button below. If you have already created an application, you can access it below to complete the application process or view status.

**Notes:**

You may apply for multiple vehicles within a single application, however, only one vendor may be selected per application. If you submit multiple applications, you will be required to pay an application fee for each, so it is recommended to bundle all vehicles if possible. Total funding cap across all applications per EIN is \$3M per round of NJ ZIP Phase 3 funding.

For the first 6 months following each round of funding, 50% of program funding will be set aside for small business applicants domiciling their vehicles in Overburdened Communities.

**Program Descriptions:**

New Jersey Zero-Emission Incentive Program (NJ ZIP) is a voucher pilot launched by New Jersey Economic Development Authority (NJEDA) for Medium and Heavy Duty Zero-Emission Vehicles. The program reduces the up-front cost of these vehicles to eligible purchasers with the goal of accelerating the adoption of zero-emission medium and heavy-duty vehicles within New Jersey. Base voucher amounts for Phase 3 of the program will range from \$15,000-\$175,000, with additional bonuses available as follows:

- Certified woman-, minority-, or veteran-owned business bonus: 4% per qualification
- Small business bonus: 25% increase of the base voucher amount per vehicle
- School Bus Bonus: 25% if applicant is purchasing a school bus
- Small business vehicle scrappage bonus: \$3,000 per MHDV scrapped and replaced with a NJ ZIP voucher

The pilot program is funded by Regional Greenhouse Gas Initiative (RGGI) proceeds allocated to NJEDA for the purposes of reducing harmful emissions, especially in communities disproportionately impacted by transportation emissions, and creating economic opportunity within the state. This program is designed to work with the NJ ZEV (Zero Emission Vehicle) Financing Program, which is a separate loan program that offers fixed, low-interest loans to commercial vehicle operators.

The NJ ZIP and NJ ZEV Financing programs are intended to function in conjunction with one another by having a shared approved vendor and vehicle pool for both programs. It should be noted, however, that purchaser participation is not mandatory for both programs and can be applied for independently.

If you have any questions about your NJ ZIP application status or need technical assistance, please contact:

**NJ ZIP Help Desk:**  
Email: [njzip-help@ejb.rutgers.edu](mailto:njzip-help@ejb.rutgers.edu)  
Call or text: (732) 790-0663

**NJ ZIP Team:**  
[Njzip@njeda.gov](mailto:Njzip@njeda.gov)

Create

Common Application ID	Applicant Organization Name	Applicant Entity Type	Federal Employer Identification Number (FEIN)	Application Status	Created On	Full Application Submitted
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If approved, your application status will show as "Approved" and a closing service representative will reach out for your entity's authorized signatory to execute the NJ ZIP Phase 3 Purchaser Grant Agreement via DocuSign, outlining the full set of requirements for participation in NJ ZIP.

## Common Application: Primary Language and Point of Contact

Select your primary language to complete the application.

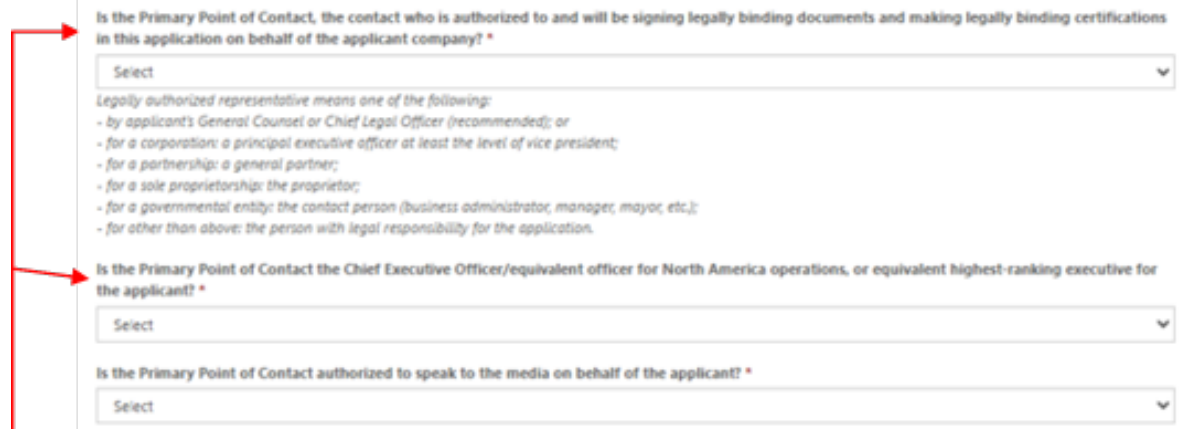
- If you require language assistance, please reach out to NJ ZIP Help Desk via email at [njzip-help@ejb.rutgers.edu](mailto:njzip-help@ejb.rutgers.edu) or NJEDA [languagehelp@njeda.gov](mailto:languagehelp@njeda.gov)

You will then be prompted to provide contact information for the primary point of contact that NJEDA will keep updated on the status of your application. NJEDA will direct all communications to the primary point of contact, however, there will also be sections to provide standard contact information (if applicable) about any consultants, legal counsel and/or accountants that should receive outreach/information regarding your NJ ZIP application.

The application will ask who is authorized to sign legally binding documents and make legally binding certifications in the application on behalf of the applicant company.

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

Select

Legally authorized representative means one of the following:

- by applicant's General Counsel or Chief Legal Officer (recommended); or
- for a corporation: a principal executive officer at least the level of vice president;
- for a partnership: a general partner;
- for a sole proprietorship: the proprietor;
- for a governmental entity: the contact person (business administrator, manager, mayor, etc.);
- for other than above: the person with legal responsibility for the application.

Is the Primary Point of Contact the Chief Executive Officer/equivalent officer for North America operations, or equivalent highest-ranking executive for the applicant? \*

Select

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

Select

**If you answer "no", you will be prompted to a new page to input standard contact information for the entity's legally authorized representative and/or the CEO.**

**Note:** If you have already submitted your application and need to update contact information due to change in personnel or any other reason, send an email to NJEDA staff at [njzip@njeda.gov](mailto:njzip@njeda.gov).





## Common Application: Applicant Organization Information

Next, fill out details about the Purchaser Applicant Organization. The Applicant Entity must be the original purchaser/owner of the vehicle to be eligible for voucher funds and is the party responsible for compliance terms.

### 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 \*

Full legal entity name

The full name of your registered legal entity. This name should match the name on your formation documents. If you are not sure of your legal entity name, please visit <https://www.njportal.com/DOR/BusinessNameSearch/Search/BusinessName>.

#### Applicant Doing Business As (DBA)

Does your business operate under a different name?

#### Certificate of Alternate Name

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

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

#### Applicant Entity Type \*

Select

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 agency, authority or other instrumentality of the State of New Jersey? \*

Select

#### Date Established \*

MM/DD/YYYY

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

#### Applicant Entity Type \*

Select

Select

Sole Proprietorship

Partnership

General Partnership

Limited Partnership

Limited Liability Partnership

C Corporation

S Corporation

Limited Liability Company

Government Body

Nonprofit Organization

Single Member LLC

Other

Individual Investor

**Applicant Entity type  
should match  
organization name &  
supporting documents**

#### Applicant Country of Incorporation/Formation \*

United States

#### Applicant State of Incorporation/Formation \*

Select

#### 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>

#### Applicant Federal Employer Identification Number (FEIN) \*

The 9 digit Federal Tax ID number of your organization.

**Please enter 9-digit Federal Tax**

#### Applicant New Jersey Tax ID Number \*

**Please enter 12-digit NJ Tax ID**



Applicant Organization's Phone Number and Extension \*

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

Applicant Organization's Website

Please provide a high-level, 2-3 short paragraph description of the applicant. This may include the type of business you are involved in, your company's mission statement, the markets or customer base the company serves, and any other information about your business that the NJEDA should understand to review your application. \*

## NAICS

North American Industry Classification System (NAICS) Code \*

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

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

**Federal agencies use the North American Industry Classification System (NAICS) to classify businesses when collecting, analyzing, and publishing statistical data about the United States economy. Please identify the code that best reflects your primary business**

## Tax Clearance Certificate

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

Document	Files
Tax Clearance Certificate Document(s) *	<div><div></div><div>Add Files</div></div>

**[Click HERE to see a sample document & instructions on how to secure your NJ tax clearance certificate.](#)**

## Prior NJEDA Assistance

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

Select

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

Select

**If you have received NJEDA assistance through another program (including a previous phase of NJZIP), please select "yes" and indicate which program.  
You will also be asked to certify that the Applicant entity is not in default with any other programs.**



## Purchaser Application: Purchaser Eligibility

You will first be prompted to answer some eligibility gating questions for the applicant entity.

### Purchaser Eligibility

Is your business or organization registered with the State of New Jersey? \*

Select



Have you reviewed the NJ ZIP Purchaser Application Read Me and Walk-thru? \*

Select



Do you agree to provide an updated New Jersey tax clearance certificate as needed throughout application review and voucher reservation period? \*

Select



## Purchaser Application: Small Business OBC Eligibility

A portion of the program funding is temporarily set aside for Small Business Overburdened Community Applicants (defined on pg.3).

Please select if you are a small business, and then if you commit to registering the new vehicles funded via NJ ZIP to the Applicant's business located within an Overburdened Community or formally designated Adjacent Community.

### Small Business OBC Eligibility

Do you consider yourself to be a Small Business Applicant (less than 25 full time employees OR less than \$5M in gross annual revenue)? \*

Select



Do you consider yourself to be a Small Business Overburdened Community Applicant to the program based on the explanation below? \*

Select



See online map linked below of New Jersey Overburdened Communities (OBCs) as defined by the State's Environmental Justice Law:

<https://experience.arcgis.com/experience/548632a2351b41b8a0443cfc3a9f4ef6>

If you select "Yes" to the above Small Business OBC questions, you will be prompted to upload supporting documentation, including tax documented revenue/staff count, and a proof of location document for the address the vehicle will be domiciled and registered to.



What is the address you are using to justify this qualification?

Country \*

Select

Address Line 1 \*

Enter a location

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

Address Line 2

City \*

State \*

Zip Code \*

Please upload proof of property for the provided address. This can include lease agreement, deed, property tax records, utility bills, etc.

Document	Files
Proof of Property *	<a href="#">Add Files</a>

Do you agree to register any new vehicles funded via NJ ZIP to the Applicant owned or Applicant leased property that is located within an Overburdened Community or formally designated Adjacent Community? \*

Select

This is a requirement in order to obtain access to the OBC Applicant set-aside amount. It does not need to be same address as the organization's business address/headquarters if the organization owns/leases multiple properties within Overburdened Communities or formally designated Adjacent Communities.

## Purchaser Application: Existing Fleet

An existing vehicle is not required for participation in the NJ ZIP program; the next section is for information purposes only and will not impact eligibility.

### Existing Fleet

Does your entity/organization have an existing motor vehicle in operation in New Jersey? \*

Yes

An existing vehicle is not required. This question is for information purposes only and will not impact eligibility.

How many existing vehicles in total does your entity currently have in operation (own or lease) in New Jersey? \*

Include all vehicles that are required to be registered with a state motor vehicle commission. This question is for information purposes only and will not impact eligibility.

What are your existing vehicle(s) currently used for in New Jersey? \*

Explain generally what your organization uses vehicles for, this can include multiple applications with different vehicle types. (e.g.: Buses for local passenger transportation on fixed route, maintenance vehicles for garbage/recycling pick-up, tractor trailers for long-haul trucking, etc.). This is for informational purposes only and will not affect Application eligibility.

What is the average age of your existing vehicle(s) in NJ? \*

Select



## Purchaser Application: Vehicle Purchase

For an applicant to receive NJ ZIP funding, they must have a plan for charging/fueling infrastructure. Please select an option from the dropdown and upload documentation of your developed and detailed plan for charging/fueling infrastructure.

How will your zero-emission vehicle(s) purchased with NJ ZIP be charged/fueled? \*

Select ▼

Select

Existing charging/hydrogen fueling infrastructure owned by Applicant.

Public charging infrastructure that is available for use.

Proposed charging/hydrogen fueling infrastructure in development.

Document	Files
Plan for New Charging/Fueling Infrastructure *	Add Files

Next, you will be required to answer eligibility gating questions for the new vehicle(s) you plan to purchase.

As a reminder: To be eligible, applicant new vehicle(s) must be:

- A new zero emission medium- or-heavy-duty vehicle. Retrofits and repowers of vehicles already owned by the Applicant are not eligible. Vehicles to be registered for personal use are not eligible for NJ ZIP funds.
- Purchased and registered within eighteen months of receipt of voucher approval.
- Procured from a Vendor that meets program eligibility requirements

NJEDA maintains a list of eligible vehicles that will be reflected in the dropdown menu within the purchaser application, but additional vehicles may be submitted by vendors for approval at any time. Please reach out to the vendor associated with each vehicle record to ensure accuracy: [NJ Zip Vehicles - NJEDA](#)

While NJEDA has confirmed the vehicles approved under the program meet all NJ ZIP requirements, the Authority does not make any representations or warranties as to the quality, reliability, or performance of any approved vehicle or vendor participating in NJ ZIP. Applicants should perform their own research and due diligence before proceeding with any vehicle purchase, including reviewing any potential notices regarding vehicle safety or performance.



Are you purchasing a new zero-emission vehicle(s)? \*

Select

*Note: A new vehicle is defined as a vehicle which has never been sold, titled, or registered to a buyer.*

Is your vehicle(s) intended for commercial, institutional, or industrial use (i.e., not personal use)? \*

Select

*Note: Vehicles for personal use are not eligible for NJ ZIP funding.*

Do you intend to purchase and register the vehicle(s) in New Jersey within 18 months of receiving grant voucher commitment from NJEDA? \*

Select

For at least 3 continuous years following registration in New Jersey, will the vehicle(s) remain registered and operate with more than 75% of vehicle miles traveled (VMT) in New Jersey? \*

Select

How do you plan to fund the balance of eligible vehicle costs not covered by NJ ZIP Grant? \*

*Please list funding from any other sources including but not limited to NJ State programs, Department of Environmental Protection's Volkswagen (VW) Settlement Fund grants, etc.*

Please upload other documents that may be relevant to proof of other funding for costs beyond the NJ ZIP Grant amount.

Document	Files
Proof of Other Funding	<a href="#">Add Files</a>

Note: NJ ZIP vouchers may be stacked with other funding sources however, the total funding per vehicle may equal but may not exceed the cost of the vehicle.

NJ ZIP Vouchers may be used alongside other State or Federal financial assistance so long as the other program allows it and the total funding per vehicle does not exceed the cost of the vehicle. NJEDA staff will verify stacked incentives via vehicle invoice prior to voucher disbursement of funds. If there are multiple sources, the ZIP funding will only fund any shortage in the cost of the vehicle.

Next, you will be asked to acknowledge that NJ ZIP voucher funding cannot exceed total purchase price of the vehicle, and that you understand the compliance requirement to report vehicle usage through a telematics device for three years following vehicle delivery.





☐ I understand that the combined amount of additional funds and the NJ ZIP grant may not exceed the total purchase price of the vehicle(s). \*

*NJEDA staff will verify proof of payment via invoice prior to voucher disbursement.*

☐ I agree to report vehicle usage through a telematics device or approved technology to verify compliance with the in-state VMT requirement for three years. \*

*NJ ZIP requires applicants to report vehicle miles traveled (VMT) via a State-provided telematics device for the 3-year compliance period.*

What approved program vendor will you be using to purchase your vehicle(s)? \*



Use the search tool to select the approved vendor you have obtained either a purchase order with contingency or quote from.

Note: Only one vendor may be selected per application, but you can apply for multiple vehicles sold by the same vendor.

If you do not see your vendor, please reach out to them to confirm they have submitted their application for vendor eligibility. Phase 3 vendor applications will be accepted on a rolling basis until all purchaser application funds have been depleted. It may take 1 - 3 weeks for a qualified vendor to be listed after they submit.

## Purchaser Application: Vehicle Purchase Continued

At the top, enter the total number of vehicles you intend to purchase. This should correspond to the total number of vehicles listed on the Proof of Intent to Purchase you will be required to upload.

### Vehicle Purchase Continued

How many vehicles will you be applying for? \*

3

*Please include a separate line item for each individual vehicle which you are replacing through the NJ ZIP program.*

Add Vehicle

Vehicle Make (Vehicle)	Vehicle Model (Vehicle)	Vehicle Use	Anticipated Annual Mileage ↓
Test Make	Test Model	Utility Cargo Van	5,001 to 10,000 miles
Test Make	Test Model	Utility Cargo Van	5,001 to 10,000 miles
Test Make	Test Model	Delivery Step Van	10,001 to 15,000 miles

Please upload a Proof of Intent to Purchase.

Document	Files
Proof of Intent to Purchase *	<div> Add Files</div> <p><i>Either Purchase Order from Vendor with contingency OR quote from Vendor for the specified vehicle(s).</i></p>



A pop-up window will appear when you click “Add Vehicle”. Add a separate line item for each individual vehicle you intend on purchasing. Reach out to your vendor if you have questions about the specific VHCL record ID associated with your vehicle Make/Model.

 Create

## Vehicle Purchase

What is the make/model of the vehicle you are intending to purchase? \*

Please note that you will be asked to upload documents accordingly.

After selecting the VHCL record, enter the address that the vehicle will be domiciled at. This should correspond to the official address that you will register your vehicle.

To what address do you plan on domiciling this vehicle?

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 \*

Zip Code \*

Enter the quoted price of the vehicle (without the voucher), and answer questions related to the vehicle use and anticipated annual mileage.

What is the pre-voucher quoted price (taxes not included) of this vehicle? Please give the price of one vehicle, if multiple are purchased of this type. \*

What is the vehicle use? \*

Have you already registered the vehicle(s)? \*

Anticipated Annual Mileage \*

Select the primary use of the vehicle associated with the VHCL Make/Model selected.

What is the vehicle use? \*

Select

Select

Medium Duty Pickup Truck

Utility Cargo Van

Delivery Step Van

Delivery Step Truck

Tow Truck

Ambulance

Fire Truck

Shuttle/Paratransit Bus

School Bus

Transit Bus

Bucket/Aerial Truck

Snow Plow/Sander

Street Sweeper

Sewer Cleaner

Refuse Truck

Dump Truck

Regional Haul Freight Truck

Long Haul Freight Truck

Other

Repeat the above steps for each individual vehicle included on your Proof of Intent to Purchase.

## Purchaser Application: Vehicle Replacements

Vehicle scrappage is not mandated by NJ ZIP. The next section is optional for small business applicants who commit to scrapping and replacing an existing internal combustion engine medium/heavy-duty vehicle with a NJ ZIP-funded vehicle. The bonus is a flat \$3,000 per vehicle scrapped.

### Vehicle Replacement

Are you using your NJ ZIP funded vehicle(s) to replace an existing medium/heavy duty vehicle? \*

Yes

*This is for informational purposes only and will not affect Application eligibility.*

*Small business vehicle scrappage bonus: \$3,000 per MHDV scrapped and replaced with a NJ ZIP voucher-funded zero-emission vehicle*

*Please include a separate line item for each individual vehicle which you are replacing through the NJ ZIP program.*

Add Replaced Vehicle

Vehicle Make/Model

Vehicle Model Year

Engine Model Year

For consistency with prior State programs, scrappage is defined within the DEP's VW Settlement funded grant program as "rendering the vehicle inoperable and available for recycle; at a minimum, to cut a 3-inch hole in the engine block and disable the chassis by cutting the vehicle's frame rails complete in half". Photographs will be required to demonstrate compliance with these requirements prior to voucher redemption.



## Common Application: Cannabis Questionnaire

Answer the cannabis questionnaire.

### 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

## Common Application: Diversity, Equity, and Inclusion

The next section will ask for information about the diversity of your organization. Self-identity answers have no impact on eligibility for assistance and providing information is optional, to be used for tracking purposes only.

Please note, that if you are applying for a bonus as a woman-, minority-, and/or veteran-owned business, you will be required to select which certification(s) you hold, and upload proof of valid documentation.

Certificates can be accessed through <https://www.njportal.com/DOR/SBERegistry> for registered businesses.

### DE&I Initiatives Detail

Please upload any documentation detailing diversity initiatives, if available.

Document	Files
DE&I Initiatives Detail	<button>+ Add Files</button>

## Common Application: Applicant Representation, Legal Questionnaire, and Certification of Application

Note: The application must be certified by an authorized representative, defined as:

- 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.



## Applicant Representation

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

Select

If you are an authorized representative, please fill out the subsequent New Jersey Economic Development Authority Legal Questionnaire section and Certification of Application.

### New Jersey Economic Development Authority Legal Questionnaire

Applicant Name: **Applicant Organization Name**

Please note "Applicant" includes individuals and all types of entities applying for and receiving NJEDA financial assistance, incentives or contracts, including but not limited to: for profit businesses, non-profit organizations, municipalities, counties, colleges, universities and other institutions of higher learning.

Persons (entities or individuals) applying for NJEDA programs are subject to the Authority's Disqualification/Debarment Regulations (the "Regulations"), which are set forth in N.J.A.C. 19:30-2.1, et seq. Applicants are required to answer the following background questions ("Legal Questionnaire") pertaining to causes that may lead to debarment, disqualification, or suspension from eligibility under the Regulations and Executive Orders 34 (Byrne 1976) and 189 (Kean 1988) after consideration of all relevant mitigating factors.

Note that this form has recently been modified.

Please review this form in its entirety prior to providing any responses or certifications.

#### DEFINITIONS

Notwithstanding any terms defined elsewhere or otherwise herein, the following definitions shall govern in responding to this Legal Questionnaire:

"Affiliates" means any entities or persons having an overt or covert relationship such that any one of them directly or indirectly controls or has the power to control another. This includes (however is not limited to):

- entities or persons having an ownership interest in the applicant of 30% or greater;
- entities in which an applicant holds an ownership interest of 30% or greater and are either named in the application and/or agreement or will receive a direct benefit from the financing, incentive or other agreement with NJEDA; and
- other entities that are named in the application and/or agreement, or that will receive a direct benefit from the financing, incentive, or other agreement with NJEDA.

"Legal Proceedings" means any civil, criminal, or administrative or regulatory proceedings in a State or Federal court or administrative tribunal in the United States or any territories thereof.

#### RELEVANT AFFILIATES

In accordance with the above, please identify any individuals or entities that hold a 30% or more ownership in the applicant:

Are there any individuals or entities that hold a 30% or more ownership interest in the applicant? \*

Select

#### Applicant-Owned Affiliates

In accordance with the above, please identify any entities in which the applicant holds a 30% or more interest, and are either named in the application and/or agreement, or will receive a direct benefit from the financing, incentive, or other agreement with NJEDA.

ADD APPLICANT-OWNED AFFILIATES

Entity ↑

FEIN #

If you are not the person legally authorized to sign for the applicant company, it is required that you download each of the relevant forms and have someone who is legally authorized to fill out and sign each of the forms. Once the forms have been completed and signed, please upload them to the application when prompted. Sample Legal Questionnaire and Certification of application documents can be found in Appendices A and B.



## Upload Certifications

The New Jersey Economic Development Authority requires that the following information be completed and signed by one of the following:

- 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.

Because you have identified that you are not one of the individuals listed above, it is required that you download each of the following forms listed below and have someone who meets this definition for the applicant company fill out and sign each of the forms. Once the forms have been completed and signed, please attach them at the end of this application, along with any other necessary application attachments.

Your application for assistance will not be reviewed until the NJEDA has each of the signed forms from someone who is legally authorized to make these representations on behalf of the applicant.

[Legal Questionnaire](#)

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

[Certification of Application](#)

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

Document	Files
Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L. 2022, C. 3 *	<a href="#">Add Files</a>

Document	Files
Certification of Application *	<a href="#">Add Files</a>

## Final Submission: Payment and Signature

Select a payment method for the \$500 application fee via credit card or check.

Please note that, if paying by check, the instructions will be provided on the next page.

## Payment Method

Select form of payment: \*

Select

Go To Payment Page

Credit Card

Mall Check

Make check payable to: New Jersey Economic Development Authority

Mailing Address:  
New Jersey Economic Development Authority  
36 West State St  
PO Box 990  
Trenton, NJ 08625-0990  
Applicant Organization Name





If you pay by credit card, you will receive a payment confirmation code on the next page and via email. Make note of your fee request ID (FREQ-#) and confirmation code.

## Payment Confirmation

Applicant Organization Name

Payment Confirmation Code

The application will not be considered complete or processed until the fee is paid.  
Application fees are non-refundable.

**IMPORTANT:** If you have a fee waiver notice issued by NJ ZIP staff from a previous phase, please select the “Pay by Check” option when prompted to pay the standard application fee in your NJ ZIP Phase 3 application. Please send an email to [njzip@njeda.gov](mailto:njzip@njeda.gov) confirming you have formally applied in Phase 3 and are seeking to utilize your fee waiver. Ensure that the product number (PROD-#) of your prior award is included in the subject line and that you attach the email that was sent to you confirming your fee waiver.

Lastly, once your payment is confirmed, digitally sign and submit the application.

## Electronic Signature

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

☐ I agree to be bound by electronic signatures \*

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

Full Name \*



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[Submit Application](#)



## Confirmation Email

You will be redirected to a confirmation page thanking you for your submission. Make note of your confirmation number in case you need to reach out to program staff regarding your application (CAPP-#). You can go back to the homepage and click on your CAPP-ID to download a PDF version of your submitted application.

Any communication on the status of your application will be sent to the designated Primary Contact. A confirmation email will also be sent to this email. Application reviews are expected to take several weeks, so it is important to notify NJEDA staff at [njzip@njeda.gov](mailto:njzip@njeda.gov) of any changes to your email throughout program participation.

## PURCHASER VOUCHER RESERVATION TERM

### NJ ZIP Purchaser Voucher Approval & Next Steps

The Primary Contact on the application will receive a determination notification via email, and if confirmed as eligible for an NJ ZIP voucher, will be asked to accept and confirm the selected vendor via email within 30 days. Following voucher award acceptance, a member of our closing department will reach out for signature on the NJ ZIP Phase 3 Purchaser Grant Agreement, which outlines all obligations for participation in the program. The NJ ZIP Phase 3 Purchaser Grant Agreement must be signed by the person legally authorized to sign for the applicant company. Upon execution of a Purchaser's NJ ZIP Grant Agreement, an email will be sent to the Purchaser and Vendor Primary Contacts with the PROD-ID Record and next steps.

With an approved voucher award amount, the Purchaser may proceed with the purchase transaction, and the Vendor agrees to reduce the upfront cost of the vehicle by the approved award amount. Following the purchase transaction, the Vendor will submit necessary documents for disbursement of voucher funds (detailed in next section).

**NOTE: It is important to keep documents (such as NJ Tax Clearance Certificate) valid throughout program participation. NJ ZIP voucher funds expire at the end of the 18-month voucher reservation term and documents cannot be accepted for review beyond that date.**



## NJ ZIP VOUCHER DISBURSEMENT REQUEST PROCESS

### How to Submit a Request for NJ ZIP Voucher Disbursement

This section provides instructions for the purpose of submitting required documents for the redemption of NJ ZIP voucher funds following delivery of the vehicle and prior to the expiration of the Purchaser's NJ ZIP Voucher Reservation Term.

Please note that some documents must be secured by the purchaser and provided to the vendor, to be submitted by the vendor to NJEDA. Vendors are encouraged to collect necessary documents from the purchaser prior to vehicle delivery to ensure a successful voucher payment.

NOTE: Tax clearance certificates issued by the New Jersey Department of Treasury are only valid for 180 days and will likely need to be updated for both vendor and purchaser prior to disbursement.

Please review the steps to the disbursement process below, and if you have any questions, please reach out to [njzip@njeda.gov](mailto:njzip@njeda.gov).

1. Upon execution of a Purchaser's NJ ZIP Grant Agreement, an email will be sent to the Purchaser and Vendor Primary Contacts with the PROD-ID Record and next steps along with a direct link to submit documents, as required per each product.
  - ***Once the vehicle is delivered and registered, the Vendor and Purchaser will work together to compile all the necessary documents (disbursement package) to redeem the voucher.***
  - ***ALL documents must be submitted prior to the voucher expiration date of each respective PROD-ID for a disbursement package to be considered for review.***
  - ***An inclusive list of documents will be outlined within the Purchaser and Vendor Agreements, and in the next section for reference.***
2. Vendor must notify NJ ZIP staff via email that a completed disbursement package has been submitted for voucher payment. The email should be sent to [njzip@njeda.gov](mailto:njzip@njeda.gov) with the title "Voucher Redemption – PROD-#####".
3. Packages are reviewed by NJEDA staff and once approved, voucher payments are deposited directly into the Vendor's bank account.



## Disbursement Package Documents

***Vendors may submit multiple / partial disbursement requests if delivering vehicles at different times, or if the purchaser cancels part of their purchase order.***

***The following documents are needed for a complete Disbursement Package to be submitted through a secure link prior to the end of the Purchaser's Voucher Reservation Term. Please note that upon expiration of the voucher reservation term, all obligations under the Agreements will be terminated and the NJEDA cannot disburse voucher funds.***

### *Vendor-Specific Documents*

- 1) Executed NJ ZIP Voucher Requisition Form with associated PROD-ID;
- 2) Proof of purchase, delivery, and registration of Qualifying Vehicle(s):
  - a) Digital copy or picture of NJ registration(s) for the Qualifying Vehicle(s) issued by the New Jersey Motor Vehicle Commission. Registrations for personal use are not accepted.
  - b) Registration must be accompanied with proof of purchase and delivery along with Vehicle Identification Number, demonstrated through bill of lading, invoice, purchase agreement etc.
- 3) Tax Clearance Certificate that is valid at the time of disbursement; and
- 4) Legal Debarment Review that is satisfactory at the time of Disbursement.
  - a) Vendors will be required to complete and submit the NJEDA Legal Questionnaire (annually) to satisfy this requirement.
- 5) Any supporting documentation as deemed necessary by the Authority.

### *Purchaser-Specific Documents*

- 6) Tax Clearance Certificate that is valid at the time of disbursement;
- 7) Any supporting documentation as deemed necessary by the Authority
  - a) Digital copy or picture demonstrating proof of scrappage (if scrappage bonus is applicable)
  - b) Legal Debarment Review that is satisfactory at the time of Disbursement.
    - i) Purchasers will be required to submit Certificate of Ongoing Program Participation to satisfy this requirement (Appendix C)

In all cases, documentation of these compliance items must be to the satisfaction of the Authority. The Authority may determine, in its sole discretion, if alternative documentation is acceptable or if additional documentation is necessary.



## Appendix A: NJEDA Legal Questionnaire

The full questionnaire is on the following page.

**NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY  
LEGAL QUESTIONNAIRE**

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

Please note “Applicant” includes individuals and all types of entities applying for and receiving NJEDA financial assistance, incentives or contracts, including but not limited to: for profit businesses, non-profit organizations, municipalities, counties, colleges, universities and other institutions of higher learning.

Persons (entities or individuals) applying for NJEDA programs are subject to the Authority’s Disqualification/Debarment Regulations (the “Regulations”), which are set forth in N.J.A.C. 19:30-2.1, et seq. Applicants are required to answer the following background questions (“Legal Questionnaire”) pertaining to causes that may lead to debarment, disqualification, or suspension from eligibility under the Regulations and Executive Orders 34 (Byrne 1976) and 189 (Kean 1988) after consideration of all relevant mitigating factors. **Municipalities, counties and state or governmental entities are not required to submit this Legal Questionnaire.**

Applicant is a municipality, county, or state/governmental entity. Yes ☐ No ☐

**Note that this form has recently been modified.**  
**Please review 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 interest in the applicant:

<b>Entity/Individual</b>	<b>Ownership Percentage</b>

There are no individuals or entities that hold a 30% or more ownership interest in the applicant.

---

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:

<b>Entity</b>	<b>Federal Employee Identification Number (FEIN), if applicable</b>

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:

<b>Entity</b>	<b>Federal Employee Identification Number (FEIN), if applicable</b>

**If additional room is necessary to disclose relevant entities, please attach to Questionnaire.**

## **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.

### **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.  | Yes | No |
| 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. | Yes | No |
| 3. | Violation of the Federal or State antitrust statutes, or of the Federal Anti-Kickback Act (18 U.S.C. 874).   | Yes | No |
| 4. | Violation of any law governing the conduct of elections of the Federal Government, State of New Jersey or of its political subdivision.  | Yes | No |

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.).
- Yes      No
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.
- Yes      No
7. To the best of your knowledge, after reasonable inquiry, violation of any law governing the conduct of occupations or professions of regulated industries.
- Yes      No
8. Debarment by any department, agency, or instrumentality of the State or Federal government.
- Yes      No
9. Violation of the Conflict of Interest Law, N.J.S.A. 52:13D-12 et seq., including any of the following prohibitions on vendor activities representing a conflict of interest, or failure to report a solicitation as set forth below:
- (i) No person shall pay, offer or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any Authority officer or employee or special Authority officer or employee, as defined by N.J.S.A. 52:13D-13(b) and (e), with which such person transacts or offers or proposes to transact business, or to any member of the immediate family as defined by N.J.S.A. 52:13D-13(i), of any such officer or employee, or partnership, firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13(g).
  - (ii) The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any Authority officer or employee or special Authority officer or employee from any person shall be reported in writing by the person to the Attorney General and the NJEDA Ethics Liaison Officer.

- (iii) No person may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such person to, any Authority officer or employee or special Authority officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to the Authority, or with any person, firm or entity with which he or she is employed or associated or in which he or she has an interest within the meaning of N.J.S.A. 52:13D-13(g). Any relationships subject to this subsection shall be reported in writing to the NJEDA Ethics Liaison Officer and the State Ethics Commission, which may grant a waiver of this restriction upon application of the Authority officer or employee or special Authority officer or employee upon a finding that the present or proposed relationship does not present the potential, actually or appearance of a conflict of interest.
- (iv) No person shall influence, or attempt to influence or cause to be influenced, any Authority officer or employee or special Authority officer or employee in his or her capacity in any manner which might tend to impair the objectivity or independence of judgment of the officer or employee.
- (v) No person shall cause or influence, or attempt to cause or influence, any Authority officer or employee or special Authority officer or employee to use, or attempt to use, his or her official position to secure unwarranted privileges or advantages for the person or any other person.

Yes      No

If yes for any of the above, specify subsection(s)

10. Violation of any State or Federal law that may bear upon a lack of responsibility or moral integrity, or that may provide other compelling reasons for disqualification. Your responses to the foregoing question should include, but not be limited to, the violation of the following laws, without regard to whether there was any monetary award, damages, verdict, assessment or penalty, except that any violation of any environmental law in category (v) below need not be reported where the monetary award, damages, etc. amounted to less than \$1 million.

- (i) Laws banning or prohibiting discrimination or harassment in the workplace.
- (ii) Laws prohibiting or banning any form of forced, slave, or compulsory labor.

- (iii) The New Jersey Conscientious Employee Protection Act, N. J. Stat. Ann. § 34:19-1 *et seq.*, or other “Whistleblower Laws” that protect employees from retaliation for disclosing, or threatening to disclose, to a supervisor or to a public body an activity, policy or practice of the employer, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law.
- (iv) Securities or tax laws resulting in a finding of fraud or fraudulent conduct.
- (v) Environmental laws, where the monetary award, penalties, damages, etc. amounted to more than \$1 million.
- (vi) Laws banning anti-competitive dumping of goods.
- (vii) Anti-terrorist laws.
- (viii) Criminal laws involving commission of any felony or indictable offense under State or Federal law.
- (ix) Laws banning human rights abuses.
- (x) Laws banning the trade of goods or services to enemies of the United States.

Yes      No

If Yes for any of the above, specify subsection(s)

### **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.

Yes      No

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 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.



**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.

---

Signature

---

Date

---

Printed Name/Title

---

Applicant Name

---

Date



## Appendix B: Certification of Applicant

The full certification is on the following page.

**NJEDA Program Name:**

**Applicant Organization:**

### **Certification of Application**

**Eligibility of financial assistance by the New Jersey Economic Development Authority is determined by the information presented in this application and the required attachments and schedules. 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, CERTIFY AS FOLLOWS:

1. 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.
2. 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.
3. 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.
4. 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.
5. I certify my understanding that an electronic signature of this Application and any Approval Letter or Agreement shall be a binding on the parties.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Name, please print)

\_\_\_\_\_  
(Date)



## Appendix C: NJ ZIP Purchaser Certification of Ongoing Obligation

The document on the following page is to be filled out by the purchaser and provided to the vendor as part of the voucher disbursement package submission.



## NEW JERSEY ZIP PROGRAM – CERTIFICATION OF ON-GOING OBLIGATION

I, \_\_\_\_\_, \_\_\_\_\_, am authorized to and do certify that we  
Name Title  
are not aware of any facts, occurrences, information, statements or events that materially change  
or make incomplete or misleading answers to

Applicant Company Name

the questions in the application or any information submitted is support thereof, including,  
but not limited to, those pertaining to the Authority's Disqualification/Debarment  
Regulations at N.J.A.C. 19:30-2.1, et seq., and acknowledge the on-going obligation to  
report any such changes to the application materials.

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

Title: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I, \_\_\_\_\_, \_\_\_\_\_, am authorized to and do  
Name Title  
certify that we have neither applied for nor received from the New Jersey Cannabis Regulatory  
Commission (NJ-CRC) either (a) a license to operate as a cannabis cultivator, cannabis manufacturer,  
cannabis wholesaler, cannabis distributor, cannabis retailer, or cannabis delivery service; or (b) a  
certification to perform work for or on behalf of a cannabis establishment, distributor, or delivery service  
and acknowledge the on-going obligation to report any such change to this statement.

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

Title: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_