

## CAPP-00004102

On Wed, Aug 10, 2022 at 1:56 PM Torrence Moody <[xxxxxxx@xxxxxx.xxx](mailto:xxxxxxx@xxxxxx.xxx)> wrote:  
Kevin,

Thank you for applying for the New Jersey **Small Business Improvement Grant** Program. We are reaching out via email to verify your program eligibility requirements. Please provide ALL of the following documentation within 10 business days (8/24/22) to avoid the administrative withdrawal of your application.

**When corresponding through email please keep communication through the same email chain when replying to emails.**

1. **2021 New Jersey Tax Clearance Certificate** (directions attached and example attached). When asked to select “which business you wish to work with?” You must pick **“New Jersey Economic Development”** There is a Clearance Certificate that has been provided already from February, we just need to have one with an updated date within the current quarter i.e. August’ s date.
2. Confirm if you have received and/or used any other **state funding** to pay for the project costs submitted for this program?
3. **Landlords Certification** FULLY completed. - (Form attached)
4. Your project costs amount to over \$50,000. Please complete the **Main Street - Green Building Form** (Form attached)
5. Per the Green Building Standards Form submitted at the time of application , provide the following
  - a. Lighting: Manufacturers Specification Sheets and Photo Documentation
  - b. Mechanical Equipment: Manufacturers Specification Sheets and Photo Documentation
  - c. Low Flow Water Closet Specification Sheet: Spec Sheets and Photo Documentation
  - d. Construction Cost Budget
6. Please complete the P.L. 2022 c.3 Certification Form (Form attached)

7. A copy of the business property **deed** recorded with the county clerk (if applicable), or a copy of **fully executed and signed lease agreement** (if applicable).

8. Provide your WR-30, payroll report, payroll summary OR payroll equivalent documentation for the quarter prior to application date of 2/11/22 i.e. Quarter 4 2021.

( <https://www1.state.nj.us/TYTR BusinessFilings/jsp/common/Login.jsp?taxcode=45> )

9. Provide **invoices & the bank statements with front and back of the cancelled checks** that correlate with the invoices for the projects noted on your application. **When providing bank statements, you must clearly identify the transactions that go with each invoice.**

- a. The copies of checks & receipts, so that I am clear are the receipts what were provided by Industrial Construction?  
(Because there is not a business name listed anywhere on them.) If so what I believe is being shown is that \$11K was paid in cash (**Would need some sort of proof of that possibly bank statements showing a withdrawal around that timeframe for that amount**). The check for \$4K was made to go along with it for the **deposit**. While the remaining \$24,500 was paid via check. Am I correct with my assumption? If so can you or Industrial Construction advise why there are four receipts made instead of three?
- b. I am also not clear on the estimate from Champion Exteriors, was this additional work that was done? Or was this just another possible contractor that you all did not go with due to working with Industrial Construction?
- c. Lastly for the second project of \$80,315.00 there were no invoices provided. Also there isn' t a bank cover page for the CHASE for Business statement that shows the date and account owner.

10. Confirm if you used a contractor for any of the projects listed on your application.

- a. If applicable, please confirm if the contractor(s) had 4 or more full time employees work on any of the projects listed on your application .
- b. If the answer is yes, provide the **AA Form 1** and **AA Form 2** (which is to be completed by your contractor) for the project noted on your application.

Also Attached please find :

- AA Form 1 and AA Form 2
- Securing Tax Clearance Certification
- Landlord Certification Form
- P.L. 2022 c.3 Certification Form
- Green Building Compliance Form
- Small Business Improvement Grant Brochure

Thank you for your compliance and support. Please feel free to reach out if you have any questions.

Please have the best day possible.

**Torrence A. Moody**

*Loan Processor*

New Jersey Economic Development Authority (NJEDA)

## CAPP-00004201

**From:** Eboni Harris

**Bcc:** lucenacas59@yahoo.com; kevin.mchugh@soncatcherslearningcenter.com; chanieritterman68@gmail.com; john@ptevents.com; suezelig@gmail.com; office@mercyrestaurant.com; nadiasspa@gmail.com; sam@sfa-d.com

**Subject:** Application In Review NJEDA Business Improvement Grant Program

**Date:** Friday, October 28, 2022 3:08:00 PM

**Attachments:** Applicant Confirmation Questionnaire (1).pdf

image001.png

image002.png

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Thank you for applying to the NJEDA Business Improvement Grant Program. I will be handling the initial review of your application. All submissions are checked to ensure completeness and eligibility, which may take some time. I will let you know when the initial review is completed, or if I need

additional information.

### Documents Required

1. Fully completed and signed [Prohibited Activities in Russia/Belarus certificate](#). Only for grants over \$25,000.
2. Documentation to verify applicant entity 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:** [Certificate of Trade Name](#) (filed with the County Clerk)

**LLC:** [Certificate of Formation](#)

**Corporation:** [Certificate of Incorporation and Bylaws](#)

**Not-for-Profit:** [Certificate of Incorporation and Bylaws](#)

**Out of State:** If your business is not registered in the State of NJ you are ineligible for this grant. If your entity was formed out of state but operates within the State of NJ, you must file a Certificate of Authority when registering the business in NJ and provide that certificate.

3. Fully completed [Landlord Certification](#) form provided by NJEDA, if business is operating from a leased location.
4. Current executed lease or recorded deed evidencing site control of the relevant property.
5. Does applicant business operate out of the facility? £ Yes £ No
6. Current NJ tax clearance certificate, dated after October 1, 2022, and showing New Jersey Economic Development Authority as the Agency. [Directions for securing your tax clearance certificate.](#)
7. WR30, Payroll Report or equivalent information to determine revenue or job numbers from 1 quarter (3-months) prior to application.
8. Federal Tax Filings (3 most recent consecutive years if available) – used to verify revenue at time of application to ensure meet SBA's definition of a small business.  
£ 2019  
£ 2020  
£ 2021 (or extension for 2021 filing, if applicable )
- 9.. Fully completed Applicant Confirmation Questionnaire attached.
10. Photos of Completed Renovations/Furniture/Fixtures/Equipment in the Business Location

**Please note that all of the above documentation must be provided by \_11\_/\_14\_/\_22\_ or your application will be declined.**

**If you are unable to provide all of the needed documentation by the above date you may withdraw your current application and re-apply at a later date.** You will be able to re-apply in approximately two (2) weeks, or when you have gathered the needed documentation. **If you want to withdraw, please reply to this e-mail within ten (10) business days requesting to withdraw this application.**

**If you do not reply to this e-mail by the above date your application will be administratively withdrawn.** You will be able to re-apply in approximately two (2) weeks, or when have gathered the needed documentation. Note: re-applications go into the queue based on their submission date and will be processed in the order received. Projects costs will still be eligible as long as expenses were incurred within two (2) years of application date.

If you have any questions or need assistance, please don't hesitate to contact me. I'm here to guide you through the application process.

Thank you,

**Eboni Harris**

*Small Business Officer*

**CAPP-00004234**

----- Original Message -----

**From:** Catherine Ortiz <cortiz@njeda.com>;

**Received:** Thu Aug 11 2022 13:08:00 GMT-0400 (Eastern Daylight Time)

**To:** 6201 Atlantic Avenue LLC <angelapeng08@gmail.com>; Yuhsun Angela Peng <angelapeng08@gmail.com>; Yuhsun Angela Peng <angelapeng08@gmail.com>; MOLA-00145488 <angelapeng08@gmail.com>; CAPP-00004234

<angelapeng08@gmail.com>; CAPP-00005648 <angelapeng08@gmail.com>;

**Subject:** SBIG; PROD-00302777-6201 Atlantic Avenue LLC: Small Business Improvement Grant Application Additional Documentation

I hope you're doing well! I have begun the initial review of your Small Business Improvement Grant application. Additional documentation is needed to ensure program eligibility requirements are met.

**When corresponding through email please keep communication through the same email chain when replying to emails.**

**Please provide the following within ten (10) business days in PDF format:**

1. A copy of your executed lease agreement or deed. This is a newer requirement.
2. 3.New Jersey Tax Clearance Certificate (directions attached). The form you submitted will expire soon. When asked to select "which business you wish to work with? You must choose "**New Jersey Economic Development**"
3. Landlords Certification - **All sections** Must be filled out and signed by landlord ( a blank form is attached if needed)
4. Q4 2021 WR30 and/or payroll summary
5. Business Federal Tax returns for 2021

6. Your project costs amount to over \$50,000. Please complete the Main Street -Green Building Form (attached)
7. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus (form attached) This is a newer requirement.
8. Provide the invoices for the projects indicated on your application with proof of payment in the form of a receipt, cancelled check (front & back), bank statement or credit card statement

Upon receiving the requested documentation, I will be able to move forward with the application. If you have any questions, please don't hesitate to contact me.

Thank you!

Catherine

**Catherine Ortiz**

*Grants Processor- Small Business Services*

New Jersey Economic Development Authority

## CAPP-00004899

On Thu, Jun 16, 2022 at 11:23 AM Vasil Martiko <[VMartiko@njeda.com](mailto:VMartiko@njeda.com)> wrote:  
Thank you for applying to the NJEDA Business Improvement Grant Program. We have started to review the application for, for which you are listed as the contact. We are reaching out via email to ensure program eligibility requirements are being met. **Please provide the following documentation within seven (7) business days in PDF format:**

- 2022 New Jersey Tax Clearance Certificate (directions attached) Please choose “NJ Economic Development Authority” as the agency.
- 3 most recent consecutive years of tax returns, full returns.
- We need the documentation (i.e., paid invoices, canceled checks, and/or bank statements) of the costs you are claiming (carmax, awmco). Somers point Repairs invoice is just a word document please provide invoice and documentation of cost.
- Project Completion Certification Form (attached)
- Copy of signed current Lease/Deed

Upon receiving the documentation, **in PDF format in a response to this email**, we will be able to conduct a full review.

I look forward to working with you through the review process.  
Please feel free to reach out if you have any questions.

Thank you,

Vasil Martiko

## CAPP-00006066

----- Original Message -----

**From:** Khayri Chenault <kchenault@njeda.com>;

**Received:** Thu Apr 28 2022 17:02:00 GMT-0400 (Eastern Daylight Time)

**To:** Tisone Builders <tisonebuilder@aol.com>; Robert Tisone <tisonebuilder@aol.com>; MOLA-00146193 <tisonebuilder@aol.com>; CAPP-00005934 <tisonebuilder@aol.com>; CAPP-00006066 <tisonebuilder@aol.com>;

**Subject:** Small Business Improvement Grant - Tisone Builder

Thank you for applying to the New Jersey Small Business Improvement Grant Program. We are reaching out via email to verify your program eligibility requirements. Please provide the following documentation within seven (7) business days in PDF format:

- Tax Clearance Certificate - Please refer here on: <https://www.njeda.com/wp-content/uploads/2021/08/Securing-Your-Tax-Clearance-Certificate-Directions-Client.pdf>, **for directions on securing your tax clearance certificate**
- Formation documents to verify entity name – You only sent only a few pages, we need more of the original formation doc. **I can send you a draft of what a formation document should look like**
- Thorough payroll report/WR30 – Just so that we could **indicate any employees**
- Landlord Certification Form - Was not completed, will send **for you and your landlord to complete**
- Proof of payment for claimed expenses - We ask for thorough documentation, such as **checks and/or highlighted bank statements that corresponds with copies of invoices/orders of confirmation. For more clarity, I will attach to this email a copy of the specifications for this grant program**
- A copy of the signed lease - the most recent copy of your lease, **to verify your business' location**

Thank you for your continued compliance and support. Please feel free to reach out if you have any questions.



ALSO ATTACHED PLEASE FIND:

\* A BLANK COPY OF **THE LANDLORD CERTIFICATION FORM** (As per to above, please fill)

We ask that you please fill out this form and scan back to us as well. If you have any questions or concerns, please let do not hesitate to reach out to me.

Best Regards,

Khayri A. Chenault.

Khayri A. Chenault

Grant Processor

New Jersey Economic Development Authority (NJEDA)

CAPP-00007086

----- Original Message -----

**From:** Shawn Gogue <sgogue@njeda.com>;

**Received:** Tue Nov 01 2022 13:51:00 GMT-0400 (Eastern Daylight Time)

**To:** PanAmerica Hair Salon & Barber shop <latayshasherretta@outlook.com>;  
PanAmerica Hair <latayshasherretta@outlook.com>; PanAmerica Hair Salon and  
Barbershop <latayshasherretta@outlook.com>; Bless Others with Love Ministries a NJ  
Nonprofit Corporation <latayshasherretta@outlook.com>; PanAmerica Hair Salon &  
Barbershop <latayshasherretta@outlook.com>; Lataysha Sherretta  
<latayshasherretta@outlook.com>; LATAYSHA SHERRETTA  
<latayshasherretta@outlook.com>; Lataysha Sherretta  
<latayshasherretta@outlook.com>; MOLA-00143739  
<latayshasherretta@outlook.com>; MOLA-00143754  
<latayshasherretta@outlook.com>; MOLA-00089249  
<latayshasherretta@outlook.com>; MOLA-00142678  
<latayshasherretta@outlook.com>; MOLA-00004517  
<latayshasherretta@outlook.com>; CAPP-00001627  
<latayshasherretta@outlook.com>; CAPP-00002329  
<latayshasherretta@outlook.com>; CAPP-00007086  
<latayshasherretta@outlook.com>;

**Subject:** NJEDA Improvement Grant PanAmerica Hair Salon & Barber shop PROD-00302937

Dear Lataysha Sherretta,

Thank you for applying to the Small Business Improvement Grant. I am a Senior Business Officer with the NJEDA and I am conducting a secondary review of your application.

**Please provide all of the documentation checked below within ten (10) business days, in PDF format.**

## Documents Required

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | 1. Current NJ tax clearance certificate, dated after October 1, 2022, and showing New Jersey Development Authority as the Agency. <a href="#">Directions for securing your tax clearance certificate.</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <input checked="" type="checkbox"/> | <p>2. Documentation to verify applicant entity name – must provide company formation documents that relate to the entity (Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Certificate of Trade Name (filed at the county office-for sole proprietors).</p> <p><b>Sole Proprietor:</b> <a href="#">Certificate of Trade Name</a> (filed with the County Clerk)</p> <p><b>LLC:</b> <a href="#">Certificate of Formation</a></p> <p><b>Corporation:</b> <a href="#">Certificate of Incorporation and Bylaws</a></p> <p><b>Not-for- Profit:</b> <a href="#">Certificate of Incorporation and Bylaws</a></p> <p><b>Out of State:</b> If your business is not registered in the State of NJ you are ineligible for this grant. If your entity is out of state but operates within the State of NJ, you must file a Certificate of Authority when registering the business and provide that certificate.</p> |
| <input checked="" type="checkbox"/> | 3. Ensure entity has used proper name. Please check on: <a href="#">Business Name Search (njportal.com)</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/>            | <p>4. Federal Tax Filings (3 most recent consecutive years if available) – used to verify revenue at time of application to determine if SBA's definition of a small business.</p> <p><input type="checkbox"/> 2019</p> <p><input type="checkbox"/> 2020</p> <p><input type="checkbox"/> 2021 (or extension for 2021 filing, if applicable )</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input checked="" type="checkbox"/> | 5. WR30, Payroll Report or equivalent information to determine revenue or job numbers from 1 quarter (3-month period) prior to application.-NOT SUBMITTED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <input checked="" type="checkbox"/> | 6. Fully completed <a href="#">Landlord Certification</a> form provided by NJEDA, if business is operating from a leased location.-NOT SUBMITTED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input checked="" type="checkbox"/> | 7. Current executed lease or recorded deed evidencing site control of the relevant property. Please send copy of original lease to go with the amendment submitted. Please provide an explanation for the lease showing that it is a "Residential Lease" and not commercial/business lease.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/>            | 8. Fully completed and signed <a href="#">Prohibited Activities in Russia/Belarus certificate</a> . Only for grants over \$25,000.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> | 9. Does applicant business operate out of the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input checked="" type="checkbox"/> | 10. Fully completed Applicant Confirmation Questionnaire attached.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

**All of the above documentation checked above must be provided by 11/15/2022 or your application will be administratively withdrawn or declined.** Once these documents are received, we can fully review your application.

If you have any questions or need assistance, please don't hesitate to contact me.

Thank you,

**Shawn Gogue** (*she/her*)

Small Business Services

*Senior Small Business Officer*

New Jersey Economic Development Authority (NJEDA)

## CAPP-00007126

----- Original Message -----

**From:** Keysha Powell <kpowell@njeda.com>;

**Received:** Wed May 25 2022 10:12:00 GMT-0400 (Eastern Daylight Time)

**To:** Mallons Homemade Sticky Buns Inc <jody.bourgeois@gmail.com>; Jody Mallon <jody.bourgeois@gmail.com>; Jody Mallon <jody.bourgeois@gmail.com>; MOLA-00111075 <jody.bourgeois@gmail.com>; MOLA-00071200

<jody.bourgeois@gmail.com>; CAPP-00007126 <jody.bourgeois@gmail.com>;

**Subject:** NJEDA - SBIG Mallon's Homemade Sticky Buns Inc PROD-00303011

Dear Applicant:

Thank you for applying to the New Jersey Small Business Improvement Grant Program. We are reaching out via email to verify your program eligibility requirements. **Please provide the following documentation within seven (7) business days in PDF format:**

- 2022 New Jersey Tax Clearance Certificate – Please select New Jersey Economic Development Authority (directions attached)
- We need the documentation (i.e., paid invoices, canceled checks, and/or bank statements) of the costs you are claiming. **Please send the invoices and the proof of payment for each item together as one attachment.** For example, if the invoice was paid via check. Please send a copy of the front and back of the cancelled check or bank statement highlighting the payment. If the item was paid via credit card, please send a copy of the credit card statements, and highlight the payment. We need proof of payment for every item you are claiming.
- Signed and dated landlord certification form (attached) - Please note a contact we need a name in the company and tenant slot.
- Project Completion Certification Form
- Copy of Signed and Executed Lease

Please confirm via email that you have answered yes to the questions below:

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

**Did you hire any contractor to complete this project? If so, were they more than 4 employees?**

Thank you for your compliance and support. Your prompt response will greatly be appreciated.

Please feel free to reach out if you have any questions.

Thanks,

**Keysha Powell**

*Small Business Officer- Small Business Services*  
New Jersey Economic Development Authority (NJEDA)

## CAPP-00007162

----- Original Message -----

**From:** Tyniesha Gonzalez <tgonzalez@njeda.com>;

**Received:** Tue Oct 25 2022 11:54:00 GMT-0400 (Eastern Daylight Time)

**To:** Shirley Grasso LLC <shirleygrasso@yahoo.com>; Shirley Grasso <shirleygrasso@yahoo.com>; Shirley Grasso <shirleygrasso@yahoo.com>; Shirley Grasso <shirleygrasso@yahoo.com>; Shirley Grasso <shirleygrasso@yahoo.com>; MOLA-00067913 <shirleygrasso@yahoo.com>; MOLA-00099614 <shirleygrasso@yahoo.com>; CAPP-00007162 <shirleygrasso@yahoo.com>; CAPP-00015969 <shirleygrasso@yahoo.com>;

**Subject:** small business improvement grant initial screening

Thank you for applying to the NJEDA Small Business Improvement Grant program. To expedite review of your application, **please provide all of the documentation checked below within ten (10) business days, in PDF format. If you have already sent documentation below , please only send what is missing.**

| Documents Required       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 1. Current NJ tax clearance certificate, dated after October 1, 2022, and showing New Jersey Economic Development Authority as the Agency. <a href="#">Directions for securing your tax clearance certificate.</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <input type="checkbox"/> | 2. Documentation to verify applicant entity 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).<br><br>Sole Proprietor: <a href="#">Certificate of Trade Name</a> (filed with the County Clerk)<br><br>LLC: <a href="#">Certificate of Formation</a><br><br>Corporation: <a href="#">Certificate of Incorporation and Bylaws</a><br><br>Not-for- Profit: <a href="#">Certificate of Incorporation and Bylaws</a><br><br>Out of State: If your business is not registered in the State of NJ you are ineligible for this grant. If your entity was formed out of state but operates within the State of NJ, you must file a Certificate of Authority when registering the business in NJ and provide that certificate. |
| <input type="checkbox"/> | 3. Ensure entity has used proper name. Please check on: <a href="#">Business Name Search (njportal.com).</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|                          |                                                                                                                                                                                                                                                                                                                                          |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 4. Federal Tax Filings (3 most recent consecutive years if available) – used to verify revenue at time of application to ensure meet SBA’s definition of a small business.<br><br><input type="checkbox"/> 2019<br><br><input type="checkbox"/> 2020<br><br><input type="checkbox"/> 2021 (or extension for 2021 filing, if applicable ) |
| <input type="checkbox"/> | 5. WR30, Payroll Report or equivalent information to determine revenue or job numbers from 1 quarter (3-months) prior to application.                                                                                                                                                                                                    |
| <input type="checkbox"/> | 6. Fully completed <a href="#">Landlord Certification</a> form provided by NJEDA, if business is operating from a leased location.                                                                                                                                                                                                       |
| <input type="checkbox"/> | 7. Current executed lease or recorded deed evidencing site control of the relevant property.                                                                                                                                                                                                                                             |
| <input type="checkbox"/> | 8. Fully completed and signed <a href="#">Prohibited Activities in Russia/Belarus certificate</a> . Only for grants over \$25,000.                                                                                                                                                                                                       |
| <input type="checkbox"/> | 9. Does applicant business operate out of the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                         |
| <input type="checkbox"/> | 10. Fully completed Applicant Confirmation Questionnaire attached.                                                                                                                                                                                                                                                                       |
|                          | Project completion form ( <b>Please insert your business name at the top of the page</b> )                                                                                                                                                                                                                                               |
|                          | Please confirm your reviewed your expense tracker below:                                                                                                                                                                                                                                                                                 |

**All of the above documentation checked above must be provided by \_11/\_04/\_22\_ or your application will be administratively withdrawn or declined.** Once these documents are received, we can fully review your application.

If you have any questions or need assistance, please don’t hesitate to contact me.

Thank you,

*Tyniesha Gonzalez*  
*Grant Processor*  
*New Jersey Economic Development Authority (NJEDA)*



CAPP-00007372

----- Original Message -----

**From:** Kenette Johnson <kjohnson@njeda.com>;

**Received:** Mon Oct 24 2022 15:25:00 GMT-0400 (Eastern Daylight Time)

**To:** Ganter Distillers LLC <markganter@littlewaterdistillery.com>; Ganter Distillers LLC

<markganter@littlewaterdistillery.com>; Mark Ganter

<markganter@littlewaterdistillery.com>; Mark Ganter

<markganter@littlewaterdistillery.com>; MOLA-00021942

<markganter@littlewaterdistillery.com>; MOLA-00083267

<markganter@littlewaterdistillery.com>; CAPP-00007372

<markganter@littlewaterdistillery.com>;

**Subject:** NJEDA - Improvement Grant Application Ganter Distillers LLC - PROD-00303721

Thank you for applying to the NJEDA Small Business Improvement Grant program. To expedite review of your application, **please provide all of the documentation checked below within ten (10) business days, in PDF format.**

| Documents Required                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | 1. Current NJ tax clearance certificate, dated after October 1, 2022, and showing New Jersey Economic Development Authority as the Agent for Tax Clearance.<br><br>Tax clearance provide expired 7/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <input checked="" type="checkbox"/> | 2. Documentation to verify applicant entity name – must provide company formation documents that relate to the entity applying (Articles of Incorporation, Certificate of Formation, or Certificate of Trade Name (filed at county clerk's office-for sole proprietors)).<br><br>Sole Proprietor: <a href="#">Certificate of Trade Name</a> (filed with the County Clerk)<br><br>LLC: <a href="#">Certificate of Formation</a><br><br>Corporation: <a href="#">Certificate of Incorporation and Bylaws</a><br><br>Not-for-Profit: <a href="#">Certificate of Incorporation and Bylaws</a><br><br>Out of State: If your business is not registered in the State of NJ you are ineligible for this grant. If your entity was formed out of state but operates within the State of NJ, you must provide documentation of your business's presence in the State of NJ. |
| <input checked="" type="checkbox"/> | 3. Ensure entity has used proper name. Please check on: <a href="#">Business Name Search (njportal.com)</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|                                     |                                                                                                                                                |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | 4. Federal Tax Filings (3 most recent consecutive years if available) – used to verify revenue at time of application to ensure meet SBA’s def |
|                                     | <input type="checkbox"/> 2019                                                                                                                  |
|                                     | <input type="checkbox"/> 2020                                                                                                                  |
|                                     | <input checked="" type="checkbox"/> 2021 (or extension for 2021 filing, if applicable )                                                        |
| <input type="checkbox"/>            | 5. WR30, Payroll Report or equivalent information to determine revenue or job numbers from 1 quarter (3-months) prior to application.          |
| <input type="checkbox"/>            | 6. Fully completed <a href="#">Landlord Certification</a> form provided by NJEDA, if business is operating from a leased location.             |
| <input checked="" type="checkbox"/> | 7. Current executed lease or recorded deed evidencing site control of the relevant property.                                                   |
| <input type="checkbox"/>            | 8. Fully completed and signed <a href="#">Prohibited Activities in Russia/Belarus certificate</a> . Only for grants over \$25,000.             |
| <input checked="" type="checkbox"/> | 9. Does applicant business operate out of the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No                               |
| <input checked="" type="checkbox"/> | 10. Fully completed Applicant Confirmation Questionnaire attached.                                                                             |

**All of the above documentation checked above must be provided by 11/7/22 or your application will be administratively withdrawn or declined.** Once these documents are received, we can fully review your application.

If you have any questions or need assistance, please don’t hesitate to contact me.

Thank you,

**Kenette L. Johnson**

*Small Business Officer - Small Business Services*

New Jersey Economic Development Authority (NJEDA)

## CAPP-00007982

----- Original Message -----

**From:** Shara Cohen <shara.cohen@njeda.com>;

**Received:** Thu Jul 07 2022 16:39:00 GMT-0400 (Eastern Daylight Time)

**To:** NAEEM AHMED KHAN LLC <neelielikewoa@yahoo.com>; Naeem Ahmed Khan LLC <neelielikewoa@yahoo.com>; Naeem khan <neelielikewoa@yahoo.com>; Naeem Khan <neelielikewoa@yahoo.com>; Naeem Khan <neelielikewoa@yahoo.com>; Naeem Khan <neelielikewoa@yahoo.com>; MOLA-00126596 <neelielikewoa@yahoo.com>; MOLA-00155228 <neelielikewoa@yahoo.com>; MOLA-00072827 <neelielikewoa@yahoo.com>; MOLA-00093651 <neelielikewoa@yahoo.com>; MOLA-00144705 <neelielikewoa@yahoo.com>; MOLA-00038812 <neelielikewoa@yahoo.com>; MOLA-00013326 <neelielikewoa@yahoo.com>; CAPP-00007982 <neelielikewoa@yahoo.com>;

**Subject:** NJEDA Small Business Improvement Grant

Naeem Khan,

My name is Shara Cohen, and I will be reviewing the application of your company, Naeem a khan llc , for the Small Business Improvement Grant. For your reference, your ID number is PROD-00304192.

Each application is hand reviewed, not by a computer system, so it will take time to review your file for completeness and eligibility. We also must review applications in the order in which they were first submitted.

I ask for your patience as I review your documents. Our goal is to work with you to (hopefully) have the application approved.

If you have any questions or need more information, please reach out.

It would be helpful if you could review the documentation that you have submitted and obtain anything that you are missing. This will make the greatly reduce the amount of time needed to process your application.

**In order to complete an application, we need to have the following documents:**

- Current New Jersey State Tax Clearance (the “New Jersey Economic Development Authority” must be selected as agency)
- Three years of recent federal tax returns
- Formation documents for your business

- WR-30 form from quarter before application
- Signed Landlord Certification form
- Copy of current lease (or deed if you own the property)
- Invoices **AND** proof of payment for all eligible expenses claimed

For each eligible expense claimed we need proof of purchase (e.g. an invoice) and proof of payment (e.g. a check or credit card payment). In some instances, a receipt will have both – an item invoice and payment information; that is perfectly fine. Remember, you are able to claim up to \$100,000 in eligible expenses. If you did not submit the expense at the time of application, you will still be able to include it. It is also useful if you prepare a list of the expenses and amounts claimed including the date, the amount and the type of item. \_

**Please don't send anything at this point, just have it prepared in PDF format. Do not submit anything through the portal.**

Thank you for your understanding and patience in this process; we really appreciate it,

I would also suggest you check our website for information on the new Micro Loan Program that will be launching soon. I'm including the link for your reference.

[Main Street Micro Business Loan Program - NJEDA](#)

Shara Cohen

Grant Processor

**CAPP-00008034**

----- Original Message -----

**From:** Laura Diaz <ldiaz@njeda.com>;

**Received:** Tue Aug 02 2022 09:47:00 GMT-0400 (Eastern Daylight Time)

**To:** DEEPER LIFE DELIVERANCE MINISTRIES, INC <deeperlife3@verizon.net>;  
ROBERT PARKER <deeperlife3@verizon.net>; Robert Parker  
<deeperlife3@verizon.net>; MOLA-00068353 <deeperlife3@verizon.net>; CAPP-  
00008034 <deeperlife3@verizon.net>;

**Subject:** PROD-00303424 DEEPER LIFE DELIVERANCE MINISTRIES, INC

My name is Laura Diaz, and I am a Program Officer with the NJEDA. First, I would like to thank you for applying to the New Jersey Small Business Improvement Grant Program. We are reaching out via email to verify your program eligibility requirements.

**Please reply to this email within 24-48 hours. We need to make sure we have made an initial contact with you.**

Please provide the following documentation within seven (7) business days in PDF format:

- A copy of your signed and executed deed/lease.
- Fully Execute the Question Document (attached)
- Although you submitted a simple breakdown on the original application, we need specific copies of all your invoices (make sure invoices include business name, and date) and corresponding proof of payment. To make this easier we have created an excel sheet where you can input the information and then we will cross reference on our end. I have attached it for you. Take note you still must submit all the documentation in PDF.

Thank you for your compliance and support. Please feel free to reach out if you have any questions be advised that receiving a response might be faster via email. **If we are able to move forward, I will reach out again to request more documentation.**

Warm Regards,

**Laura Diaz**

*Program Officer - Operations & Compliance*

----- Original Message -----

**From:** Shara Cohen <shara.cohen@njeda.com>;

**Received:** Thu Jul 07 2022 16:39:00 GMT-0400 (Eastern Daylight Time)

**To:** BELFONTIS GYM INC <emassood@massoodcpa.com>; Youschak Properties, L.L.C. <emassood@massoodcpa.com>; UGLY MUG SLAWEK LLC <emassood@massoodcpa.com>; Roszkowski, Mark H <emassood@massoodcpa.com>; GALBEC LLC <emassood@massoodcpa.com>; JAX LLC <emassood@massoodcpa.com>; Linn R and Albert Way III Ptrs <emassood@massoodcpa.com>; Cabrera Home Repair LLC <emassood@massoodcpa.com>; MARIE J BRITTON <emassood@massoodcpa.com>; BACK BAY TWINZ INC <emassood@massoodcpa.com>; ELIAS A MASSOOD JR <emassood@massoodcpa.com>; Stallion Marketing LLC <emassood@massoodcpa.com>; Carney's Inc <emassood@massoodcpa.com>; Youschak Properties LLC <emassood@massoodcpa.com>; EYE ASSOCIATES OF MONMOUTH LLC <emassood@massoodcpa.com>; WYOMING PROPERTIES INC <emassood@massoodcpa.com>; BRUSHMASTERS PAINTING CONTRACTORS LLC <emassood@massoodcpa.com>; Tuckahoe Tire Barn LLC <emassood@massoodcpa.com>; CABRERA HOSPITALITY MANAGEMENT LLC <emassood@massoodcpa.com>; R H Engine Service Inc <emassood@massoodcpa.com>; David Rodrigues Consulting LLC <emassood@massoodcpa.com>; RICHAIR INC <emassood@massoodcpa.com>; Elias Massood <emassood@massoodcpa.com>; MICHAEL SLAWEK <emassood@massoodcpa.com>; MARK ROSZKOWSKI <emassood@massoodcpa.com>; ANTHONY BECK <emassood@massoodcpa.com>; JOHN MCCARTNEY <emassood@massoodcpa.com>; LINN WAY <emassood@massoodcpa.com>; JEANINE CABRERA <emassood@massoodcpa.com>; MARIE BRITTON <emassood@massoodcpa.com>; JOSEPH RULLO <emassood@massoodcpa.com>; ELIAS MASSOOD <emassood@massoodcpa.com>; DENIS BROWN <emassood@massoodcpa.com>; Sean Carney <emassood@massoodcpa.com>; Adam Youschak <emassood@massoodcpa.com>; JOHN GHOBRIAL <emassood@massoodcpa.com>; NICHOLAS KONIDES <emassood@massoodcpa.com>; JOSEPH RUGGIA <emassood@massoodcpa.com>; DONALD DELEO <emassood@massoodcpa.com>; DON CABRERA <emassood@massoodcpa.com>; ROBERT J HANSON JR <emassood@massoodcpa.com>; DAVID RODRIGUES <emassood@massoodcpa.com>; RICHARD GARDEN <emassood@massoodcpa.com>; MOLA-00036241 <emassood@massoodcpa.com>; MOLA-00032474 <emassood@massoodcpa.com>; MOLA-00032769 <emassood@massoodcpa.com>; MOLA-00034320 <emassood@massoodcpa.com>; MOLA-00034480 <emassood@massoodcpa.com>; MOLA-00034579 <emassood@massoodcpa.com>; MOLA-00034811 <emassood@massoodcpa.com>; MOLA-00133328 <emassood@massoodcpa.com>;

MOLA-00130618 <emassood@massoodcpa.com>; MOLA-00130624  
<emassood@massoodcpa.com>; MOLA-00130648 <emassood@massoodcpa.com>;  
MOLA-00130666 <emassood@massoodcpa.com>; MOLA-00130681  
<emassood@massoodcpa.com>; MOLA-00130684 <emassood@massoodcpa.com>;  
MOLA-00130749 <emassood@massoodcpa.com>; MOLA-00130752  
<emassood@massoodcpa.com>; MOLA-00130802 <emassood@massoodcpa.com>;  
MOLA-00133838 <emassood@massoodcpa.com>; MOLA-00135173  
<emassood@massoodcpa.com>; MOLA-00135213 <emassood@massoodcpa.com>;  
MOLA-00100094 <emassood@massoodcpa.com>; MOLA-00110288  
<emassood@massoodcpa.com>; MOLA-00120756 <emassood@massoodcpa.com>;  
MOLA-00120822 <emassood@massoodcpa.com>; MOLA-00121112  
<emassood@massoodcpa.com>; MOLA-00122351 <emassood@massoodcpa.com>;  
MOLA-00123402 <emassood@massoodcpa.com>; MOLA-00123495  
<emassood@massoodcpa.com>; MOLA-00123681 <emassood@massoodcpa.com>;  
MOLA-00123889 <emassood@massoodcpa.com>; MOLA-00124274  
<emassood@massoodcpa.com>; MOLA-00124574 <emassood@massoodcpa.com>;  
CAPP-00008060 <emassood@massoodcpa.com>; CAPP-00007346  
<emassood@massoodcpa.com>; CAPP-00011035 <emassood@massoodcpa.com>;  
**Subject:** NJEDA Small Business Improvement Grant

Elias Massood,

My name is Shara Cohen, and I will be reviewing the application of your company, Youschak Properties LLC , for the Small Business Improvement Grant. For your reference, your ID number is PROD-00304165.

Each application is hand reviewed, not by a computer system, so it will take time to review your file for completeness and eligibility. We also must review applications in the order in which they were first submitted.

I ask for your patience as I review your documents. Our goal is to work with you to (hopefully) have the application approved.

If you have any questions or need more information, please reach out.

It would be helpful if you could review the documentation that you have submitted and obtain anything that you are missing. This will make the greatly reduce the amount of time needed to process your application.

**In order to complete an application, we need to have the following documents:**

- Current New Jersey State Tax Clearance (the “New Jersey Economic Development Authority” must be selected as agency)

- Three years of recent federal tax returns
- Formation documents for your business
- WR-30 form from quarter before application
- Signed Landlord Certification form
- Copy of current lease (or deed if you own the property)
- Invoices **AND** proof of payment for all eligible expenses claimed

For each eligible expense claimed we need proof of purchase (e.g. an invoice) and proof of payment (e.g. a check or credit card payment). In some instances, a receipt will have both – an item invoice and payment information; that is perfectly fine. Remember, you are able to claim up to \$100,000 in eligible expenses. If you did not submit the expense at the time of application, you will still be able to include it. It is also useful if you prepare a list of the expenses and amounts claimed including the date, the amount and the type of item. \_

**Please don't send anything at this point, just have it prepared in PDF format. Do not submit anything through the portal.**

Thank you for your understanding and patience in this process; we really appreciate it,

I would also suggest you check our website for information on the new Micro Loan Program that will be launching soon. I'm including the link for your reference.

[Main Street Micro Business Loan Program - NJEDA](#)

Shara Cohen

Grant Processor



## CAPP-00008239

----- Original Message -----

**From:** Rhonda Laurel <rlaurel@njeda.com>;

**Received:** Mon Oct 24 2022 12:17:00 GMT-0400 (Eastern Daylight Time)

**To:** RANDALL'S REMODELING LLC <johnrandall7@aol.com>; John Randall <johnrandall7@aol.com>; CAPP-00008239 <johnrandall7@aol.com>;

**Subject:** NJEDA Small Business Improvement Grant Application Initial Screening - Randall's Remodeling LLC - PROD-00304228

Good Afternoon Dr. Randall,

Thank you for applying to the NJEDA Small Business Improvement Grant program. To expedite review of your application, **please provide all of the documentation checked below within ten (10) business days, in PDF format.**

| Documents Required                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | 1. Current NJ tax clearance certificate, dated after October 1, 2022, and showing New Jersey Economic Development Authority as the Agency. <a href="#">Directions for securing your tax clearance certificate.</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <input checked="" type="checkbox"/> | 2. Documentation to verify applicant entity 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).<br><br><b>Sole Proprietor:</b> <a href="#">Certificate of Trade Name</a> (filed with the County Clerk)<br><br><b>LLC:</b> <a href="#">Certificate of Formation</a><br><br><b>Corporation:</b> <a href="#">Certificate of Incorporation and Bylaws</a><br><br><b>Not-for- Profit:</b> <a href="#">Certificate of Incorporation and Bylaws</a><br><br><b>Out of State:</b> If your business is not registered in the State of NJ you are ineligible for this grant. If your entity was formed out of state but operates within the State of NJ, you must file a Certificate of Authority when registering the business in NJ and provide that certificate. |
| <input checked="" type="checkbox"/> | 3. Ensure entity has used proper name. Please check on: <a href="#">Business Name Search (njportal.com)</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <input checked="" type="checkbox"/> | 4. Federal Tax Filings (3 most recent consecutive years if available) – used to verify revenue at time of application to ensure meet SBA's definition of a small business.<br><br><input type="checkbox"/> 2019<br><br><input checked="" type="checkbox"/> 2020<br><br><input checked="" type="checkbox"/> 2021 (or extension for 2021 filing, if applicable )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|                                     |                                                                                                                                       |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | 5. WR30, Payroll Report or equivalent information to determine revenue or job numbers from 1 quarter (3-months) prior to application. |
| <input type="checkbox"/>            | 6. Fully completed <a href="#">Landlord Certification</a> form provided by NJEDA, if business is operating from a leased location.    |
| <input checked="" type="checkbox"/> | 7. Current executed lease or recorded deed evidencing site control of the relevant property.                                          |
| <input checked="" type="checkbox"/> | 8. Fully completed and signed <a href="#">Prohibited Activities in Russia/Belarus certificate</a> . Only for grants over \$25,000.    |
| <input checked="" type="checkbox"/> | 9. Does applicant business operate out of the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No                      |
| <input checked="" type="checkbox"/> | 10. Fully completed Applicant Confirmation Questionnaire attached.                                                                    |

**All of the above documentation checked above must be provided by 11/8/22 or your application will be administratively withdrawn or declined.** Once these documents are received, we can fully review your application.

If you have any questions or need assistance, please don't hesitate to contact me.

Thanks,

Rhonda Laurel

**Rhonda Laurel**

*Grant Processor*

CAPP-00008256

----- Original Message -----

**From:** GREGORY JAECKEL <gregoryjaeckel@yahoo.com>;

**Received:** Thu Aug 25 2022 12:56:00 GMT-0400 (Eastern Daylight Time)

**To:** Vasil Martiko <vmartiko@njeda.com>; Vasil Martiko <vmartiko@njeda.com>;

**Subject:** Re: PROD-00303583, NJEDA SMALL BUSINESS IMPROVEMENT GRANT

**CAUTION:** This email originated from outside the NJEDA. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Working on it right now . thank you! Greg

On Thursday, August 25, 2022 at 11:54:14 AM EDT, Vasil Martiko <vmartiko@njeda.com> wrote:

Thank you for applying to the NJEDA Business Improvement Grant Program. We have started to review the application for, for which you are listed as the contact. We are reaching out via email to ensure program eligibility requirements are being met. \_

- 2022 New Jersey Tax Clearance Certificate (directions attached) Please choose "NJ Economic Development Authority" as the agency.
- We need the documentation (i.e., paid invoices, canceled checks, and/or bank statements) of the costs you are claiming
- Project Completion Certification Form (attached)
- Copy of signed current Lease/Deed
- Signed Landlord Certificate (attached)

Upon receiving the documentation, **in PDF format in a response to this email**, we will be able to conduct a full review.

I look forward to working with you through the review process.  
Please feel free to reach out if you have any questions.

Thank you,

## CAPP-00008522

**From:** Vasil Martiko <VMartiko@njeda.com>  
**Sent:** Tuesday, June 14, 2022 12:20 PM  
**To:** Vincent Travea <vtravea@networkcon.com>  
**Subject:** PROD-00303620-Network Construction Co., Inc.-NJEDA SMALL BUSINESS IMPROVEMENT GRANT

Dear Applicant:

Thank you for applying to the NJEDA Business Improvement Grant Program. We have started to review the application for, for which you are listed as the contact. We are reaching out via email to ensure program eligibility requirements are being met. **Please provide the following documentation within seven (7) business days in PDF format:**

- 3 most recent consecutive years of tax returns, you only provided 1
- We need the documentation (i.e,copy of checks, canceled checks, and/or bank statements) of the costs you are claiming
- Project Completion Certification Form (attached)
- Copy of signed current Lease/Deed

Upon receiving the documentation, **in PDF format in a response to this email**, we will be able to conduct a full review.

I look forward to working with you through the review process.  
Please feel free to reach out if you have any questions.

Thank you,

Vasil Martiko

**CAPP-00008588**

----- Original Message -----

**From:** Keysha Powell <kpowell@njeda.com>;

**Received:** Wed Jul 06 2022 15:53:00 GMT-0400 (Eastern Daylight Time)

**To:** KJJ Investments Limited Liability Company <fpocnj@gmail.com>; Kenneth Jenkins <fpocnj@gmail.com>; MOLA-00047523 <fpocnj@gmail.com>; CAPP-00008391 <fpocnj@gmail.com>; CAPP-00008588 <fpocnj@gmail.com>;

**Subject:** NJEDA - SBIG KJJ Investments Limited Liability Company PROD-00304210

Dear Applicant:

Thank you for applying to the New Jersey Small Business Improvement Grant Program. We are reaching out via email to verify your program eligibility requirements. **Please provide the following documentation within seven (7) business days in PDF format:**

- 2022 New Jersey Tax Clearance Certificate – the wrong Agency was selected. **Please select New Jersey Economic Development Authority (directions attached)**
- Your company's formation document(s) – An example is attached
- Copy of WR-30 1Q 2022
- We need the documentation (i.e., paid invoices, canceled checks, and/or bank statements) of the costs you are claiming. **Please send the invoices and the proof of payment for each item together as one attachment.** For example, if the invoice was paid via check. Please send a copy of the front and back of the cancelled check or bank statement highlighting the payment. If the item was paid via credit card, please send a copy of the credit card statements, and highlight the payment. We need proof of payment for every item you are claiming.
- Russia/Belarus Certificate form (attached) – **Please be sure to sign**

- Green Building Standards form (attached) – **Please enter the Company name in Project Name slot. Also, send an attachment and label it Green Building with the following information: All the invoices, pictures, and specs which relates to the Green Building form**
- Signed and dated landlord certification form (attached) - **Please note a contact we need a name in the company and tenant slot.**
- Project Completion Certification Form – **Please enter the company name in the Applicant Name slot**
- Copy of Signed and Executed Lease

Thank you for your compliance and support. Your prompt response will greatly be appreciated.

Please feel free to reach out if you have any questions. **Please respond back to this email thread.**

Thanks,

Keysha Powell

**Keysha Powell**

*Small Business Officer- Small Business Services*

----- Original Message -----

**From:** Christina Gaetano <cgaetano@njeda.com>;

**Received:** Mon Jul 18 2022 16:34:00 GMT-0400 (Eastern Daylight Time)

**To:** Rent Wildwood LLC <rent\_wildwood@yahoo.com>; Cristian Banu <rent\_wildwood@yahoo.com>; Cristian Banu <rent\_wildwood@yahoo.com>; MOLA-00016467 <rent\_wildwood@yahoo.com>; MOLA-00143233 <rent\_wildwood@yahoo.com>; MOLA-00086096 <rent\_wildwood@yahoo.com>; CAPP-00008686 <rent\_wildwood@yahoo.com>;

**Subject:** NJEDA Small Business Improvement Grant Rent Wildwood LLC PROD-00304201

Thank you for applying to the New Jersey Small Business Improvement Grant Program. We are reaching out via email to verify your program eligibility requirements. **Please provide the following documentation within seven (7) business days, preferably in PDF format:**

- 2022 New Jersey Tax Clearance Certificate (directions attached – please be sure it states NJ Economic Development Authority) – **Please provide a Certificate with a more recent date.**
- 2021 tax returns
- Your WR-30 for the quarter preceding submission of the application. You should be able to obtain your WR-30 at [Payroll Taxes and Wage Withholding Login \(state.nj.us\)](https://state.nj.us/payroll-taxes/wr-30). Your application date was 2/21/22 so the WR-30 should be from 4th Qtr 2021. (Your accountant or payroll profession may be able to assist with this)
- A copy of your deed
- Can you also confirm that you have not received/used any state funding for the project costs submitted for this program as we saw that you received previous funds? We see that you received:
  - DOB 1: Program: NJEDA Phase 3, Amount: 5000,
  - DOB 2: Program: NJEDA Phase 4, Amount: 10000
- Please complete and return the “Prohibited Activities in Russia/Belarus” certificate (attached)
- Please complete and return with all required documentation the Main Street -Green Building Form (attached). While we received your form, you did not attach any of the required documentation. Please review the attached guide (along with your form) and provide ALL required documentation

- AA Form 1 or 2 (if necessary, see attached)
- We need the documentation (i.e., paid invoices, canceled checks, and/or bank statements) of the costs you are claiming – please note:
  - Costs prior to 3/9/2020 are not eligible
  - Every cost requires a detailed invoice and proof of payment. If the invoice is not clear, please provide a description of the item in plain language.
  - I cannot open the Home Depot file. Please submit a detailed invoice/receipt, description, and proof of payment for any expenses for renovation, FFE, etc.
  - As we discussed, I would need Amazon paid invoices for any improvement project related purchased (including Furniture, Fixtures, Equipment)

Thank you for your compliance and support.

Please feel free to reach out if you have any questions.

Christina Gaetano

**Christina Gaetano**

*Senior Grants Advisor*

New Jersey Economic Development Authority (NJEDA)



**CAPP-00008700**

----- Original Message -----

**From:** Elayna Alexander <ealexander.cp@njeda.com>;

**Received:** Tue Sep 06 2022 18:01:00 GMT-0400 (Eastern Daylight Time)

**To:** Eagle Federal Construction LLC <sjones@efconstruction.co>; Sheena Jones <sjones@efconstruction.co>; Sheena Jones <sjones@efconstruction.co>; MOLA-00132878 <sjones@efconstruction.co>; CAPP-00008700 <sjones@efconstruction.co>;

**Subject:** Additional Information Needed for Eagle Federal Construction LLC on PROD-00303693 Small Business Improvement Grant

Sheena Jones,

My name is Elayna Alexander, and I am a Program Officer with the New Jersey Economic Authority (NJEDA). First, I would like to thank you for applying to the New Jersey Small Business Improvement Grant Program. We are reaching out via email to verify your program eligibility requirements and additional documentation that is required to continue with your application review.

**Please reply to this email within 24-48 hours acknowledging receipt. We need to make sure we have made an initial contact with you.**

**Please provide the following documentation within (10) business days in PDF format:**

- A copy of your signed and executed deed/lease.
- Complete the landlord certification form provided by EDA attached to this email.
- Current NJ tax clearance certificate (cannot be approved until received). See instructions attached and example of a certificate attached. **Please be sure to list the New Jersey Economic Development Authority (NJEDA) as the agency.** The certificate you provided listed the NJ Board of Public Utilities.
- Please provide proof of payment for expenses requested in the application, see the attached invoices that require proof.

**QUESTIONS THAT NEED TO BE ANSWERED:**

- Please confirm that you have not used any previously received federal/state funding (DOB 1: Program: NJEDA Phase 2, Amount: 1000, DOB 2: Program: SBA PPP, Amount: 1574) for the project costs invoice submitted for this program?

Thank you for your compliance and support. Please feel free to reach out if you have any questions be advised that receiving a response might be faster via email. **If we are able to move forward, I will reach out again to request more documentation.**

Elayna Alexander

Grant Compliance Processor

**CAPP-00008847**

----- Original Message -----

**From:** Christian Pedercini <cpedercini@njeda.com>;

**Received:** Thu Aug 25 2022 11:10:00 GMT-0400 (Eastern Daylight Time)

**To:** Dougherty RB, LLC <frank@docksoysterhouse.com>; Frank Dougherty <frank@docksoysterhouse.com>; CAPP-00008847 <frank@docksoysterhouse.com>;

**Subject:** NJEDA Small Business Improvement Grant Program- Dougherty RB, LLC Application

Thank you for applying to the New Jersey Small Business Improvement Grant Program. We are reaching out via email to verify your program eligibility requirements. **Please provide the following documentation within seven (7) business days in PDF format:**

- 2022 New Jersey Tax Clearance Certificate (directions attached)

Please choose the “NJEDA” as the listed agency

- Your company’s formation document(s)

We have your Certificate of Formation but need your DBA (doing business as) for ‘Dougherty's Steakhouse and Rawbar’.

- 2021 tax returns
- A copy of your signed and executed lease and/or deed
- AA Forms 1 & 2

We need the following forms to be filled out and signed by your contract, Network Construction. As a note, AA Form #1 should list the project dates, and AA Form #2 should be filled out for as many months as the project took place (i.e., 2 month project should have 2 AA Forms #2, etc.).

- We need the photos and specification sheets where you checked 'Yes' on your Green Building form (attached)

Can you also clarify why you had 62 employees listed on your application (over 80 on your WR-30) 3 months prior to your application then a drop to 37 employees at the time of your application?

Thank you for your compliance and support. Please feel free to reach out if you have any questions.

***ALSO ATTACHED PLEASE FIND:***

***\*DIRECTIONS ON HOW TO OBTAIN YOUR NEW JERSEY TAX CLEARANCE CERTIFICATE***

If you have any questions let me know,

Christian Pedercini

**Christian Pedercini**

*Small Business Officer- Small Business Services*

## CAPP-00008942

----- Original Message -----

**From:** Yoletta Duthil <yduthil@njeda.com>;

**Received:** Wed Aug 17 2022 15:19:00 GMT-0400 (Eastern Daylight Time)

**To:** Geller Brewing LLC <diane@brewthree3s.com>; Diane Geller <diane@brewthree3s.com>; MOLA-00112290 <diane@brewthree3s.com>; MOLA-00037781 <diane@brewthree3s.com>; MOLA-00027129 <diane@brewthree3s.com>; CAPP-00008942 <diane@brewthree3s.com>;

**Subject:** SBIG Grant Document Request - Please reply to this email within 24-48 hours - PROD-00303808 - Geller Brewing LLC

Thank you for applying to the New Jersey Small Business Improvement Grant Program. My name is Yoletta Duthil and I am your Program Officer. I will be working with you to get your application submitted to underwriting. We are reaching out via email to verify your program eligibility requirements.

**Please reply to this email within 24-48 hours. We need to ensure we have made an initial contact with you.**

Please provide the following documentation within seven (7) business days:

- A copy of your signed and executed deed/lease in PDF format.

If providing a lease agreement, in order to be eligible for the grant, please note:

\*\*\*If your invoice expenses are less than \$50,000 (grant amount would be less than \$25,000), please ensure the lease agreement expires at least by September 2024.

\*\*\*If your invoice expenses are \$50,000 or more (grant amount would be \$25,000 or more), please ensure the lease agreement expires at least by September 2026.

- Although you submitted a simple breakdown on the original application, we need specific copies of all your invoices from March 9, 2020 to the date of your application (make sure invoices include business name, and date) and corresponding proof of payment in PDF format. To make this easier we have created an excel sheet where you can input the information and then we will cross reference on our end. Please complete the spreadsheet and send it back completed (see the attached).

- Updated Tax Clearance (see attached for directions). Please ensure the correct agency, “New Jersey Economic Development Authority” is selected.

I look forward to hearing from you soon. Have a great day!

Kind regards,

**Yoletta Duthil**

*Senior Program Officer – Office of Recovery, Compliance & Monitoring*

CAPP-00008996

----- Original Message -----

**From:** Yoletta Duthil <yduthil@njeda.com>;

**Received:** Wed Aug 03 2022 12:40:00 GMT-0400 (Eastern Daylight Time)

**To:** Faith Baptist Church of Pleasantville, NJ, Inc <fbc829@comcast.net>; Faith Baptist Church Pleasantville New Jersey Inc <fbc829@comcast.net>; Robert L. Jefferson <fbc829@comcast.net>; Robert Jefferson <fbc829@comcast.net>; MOLA-00026317 <fbc829@comcast.net>; MOLA-00081883 <fbc829@comcast.net>; CAPP-00008996 <fbc829@comcast.net>;

**Subject:** SBIG Grant Document Request - Please reply to this email within 24-48 hours - CAPP-00008996/PROD-00303801 - Faith Baptist Church of Pleasantville, NJ, Inc

Thank you for applying to the New Jersey Small Business Improvement Grant Program. My name is Yoletta Duthil and I am your Program Officer. I will be working with you to get your application submitted to underwriting. We are reaching out via email to verify your program eligibility requirements.

**Please reply to this email within 24-48 hours. We need to ensure we have made an initial contact with you.**

Please provide the following documentation within seven (7) business days:

- A copy of your signed and executed deed/lease in PDF format.

If providing a lease agreement, in order to be eligible for the grant, please note:

\*\*\*If your invoice expenses are less than \$50,000 (grant amount would be less than \$25,000), please ensure the lease agreement expires at least by September 2024.

\*\*\*If your invoice expenses are \$50,000 or more (grant amount would be \$25,000 or more), please ensure the lease agreement expires at least by September 2026.

- Although you submitted a simple breakdown on the original application, we need specific copies of all your invoices from March 9, 2020 to the date of your application (make sure invoices include business name, and date) and corresponding proof of payment in PDF format. To make this easier we have created an excel sheet where you can input the information and then we will cross reference on our end. Please complete the spreadsheet and send it back completed (see the attached).
- Tax Clearance (see attached for directions)

### **QUESTIONS THAT NEED TO BE ANSWERED:**

- Have you worked with a contractor on any of the expenses that you listed on the application? If so, do they employ more than 4 employees?
- Please confirm that you have not received/used any state funding for the project costs submitted for this program?

Thank you for your compliance and support. Please feel free to reach out if you have any questions be advised that receiving a response might be faster via email. I will reach out again to request more documentation if anything further is needed.

[Application ID: **CAPP-00008996**]

Kind regards,

**Yoletta Duthil**

*Senior Program Officer – Office of Recovery, Compliance & Monitoring*



**CAPP-00009392**

----- Original Message -----

**From:** Shawn Gogue <sgogue@njeda.com>;

**Received:** Mon Aug 15 2022 13:58:00 GMT-0400 (Eastern Daylight Time)

**To:** Islam Hagra <hagrassuwk@hotmail.com>; Islam Hagra <hagrassuwk@hotmail.com>; Islam Hagra <hagrassuwk@hotmail.com>; MOLA-00066281 <hagrassuwk@hotmail.com>; MOLA-00061126 <hagrassuwk@hotmail.com>; CAPP-00009392 <hagrassuwk@hotmail.com>;

**Subject:** NJEDA Improvement Grant PROD-00304147 Hagra Convenience LLC

**Please provide the following documentation within ten (10) business days in PDF format:**

- 2022 New Jersey Tax Clearance Certificate (directions attached) Please choose “NJ Economic Development Authority” as the agency.
- 2021 US tax return
- We need the documentation of payment and itemized invoices (i.e., invoices, canceled checks, and/or bank statements) of the costs you are claiming
- Project Completion Certification Form (attached)
- Copy of signed current Lease/Deed
- Signed Landlord Certificate (attached)
- Prohibited Activities Form (attached)
- WR30 payroll documentation

- Clarification for this answer on your application: You answered that a person that owns/controls more than 1% of the business is a New Jersey state employee. Please answer if this is correct, the person's name and the current state agency/authority that the person is employed by.

Upon receiving the documentation, **in PDF format in a response to this email**, we will be able to conduct a full review. If the requested items are not received within the ten (10) business days we will proceed with an administrative withdraw and you will be able to reapply at a later date.

I look forward to working with you through the review process.  
Please feel free to reach out if you have any questions.

Thank you,

Shawn

**Shawn Gogue** (*she/her*)

Small Business Services

*Small Business Officer*

## CAPP-00009468

----- Original Message -----

**From:** Kenette Johnson <kjohnson@njeda.com>;

**Received:** Mon Oct 24 2022 18:01:00 GMT-0400 (Eastern Daylight Time)

**To:** Cup of Bliss Coffee Roasters, LLC <cupofblisscoffeeroasters@gmail.com>; Deborah Blissick <cupofblisscoffeeroasters@gmail.com>; CAPP-00009468 <cupofblisscoffeeroasters@gmail.com>;

**Subject:** NJEDA - Improvement Grant Application - Cup of Bliss Coffee Roasters, LLC - PROD-00304222

Dear Applicant:

Thank you for applying to the NJEDA Small Business Improvement Grant program. To expedite review of your application, **please provide all of the documentation checked below within ten (10) business days, in PDF format.**

| Documents Required                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | 1. Current NJ tax clearance certificate, dated after October 1, 2022, and showing New Jersey Economic Development Authority as the Agency. <a href="#">Directions for securing your tax clearance certificate.</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/>            | 2. Documentation to verify applicant entity 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).<br><br>Sole Proprietor: <a href="#">Certificate of Trade Name</a> (filed with the County Clerk)<br><br>LLC: <a href="#">Certificate of Formation</a><br><br>Corporation: <a href="#">Certificate of Incorporation and Bylaws</a><br><br>Not-for- Profit: <a href="#">Certificate of Incorporation and Bylaws</a><br><br><b>Out of State:</b> If your business is not registered in the State of NJ you are ineligible for this grant. If your entity was formed out of state but operates within the State of NJ, you must file a Certificate of Authority when registering the business in NJ and provide that certificate. |
| <input type="checkbox"/>            | 3. Ensure entity has used proper name. Please check on: <a href="#">Business Name Search (njportal.com).</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <input checked="" type="checkbox"/> | 4. Federal Tax Filings (3 most recent consecutive years if available) – used to verify revenue at time of application to ensure meet SBA’s definition of a small business.<br><br><input type="checkbox"/> 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                                     |                                                                                                                                       |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
|                                     | <input type="checkbox"/> 2020<br><br><input checked="" type="checkbox"/> 2021 (or extension for 2021 filing, if applicable )          |
| <input checked="" type="checkbox"/> | 5. WR30, Payroll Report or equivalent information to determine revenue or job numbers from 1 quarter (3-months) prior to application. |
| <input type="checkbox"/>            | 6. Fully completed <a href="#">Landlord Certification</a> form provided by NJEDA, if business is operating from a leased location.    |
| <input checked="" type="checkbox"/> | 7. Current executed lease or recorded deed evidencing site control of the relevant property.                                          |
| <input checked="" type="checkbox"/> | 8. Fully completed and signed <a href="#">Prohibited Activities in Russia/Belarus certificate</a> . Only for grants over \$25,000.    |
| <input checked="" type="checkbox"/> | 9. Does applicant business operate out of the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No                      |
| <input checked="" type="checkbox"/> | 10. Fully completed Applicant Confirmation Questionnaire attached.                                                                    |

**All of the above documentation checked above must be provided by 11/7/22 or your application will be administratively withdrawn or declined.** Once these documents are received, we can fully review your application.

If you have any questions or need assistance, please don't hesitate to contact me.

Thank you,

**Kenette L. Johnson**

*Small Business Officer - Small Business Services*

## CAPP-00009656

----- Original Message -----

**From:** Tyniesha Gonzalez <tgonzalez@njeda.com>;

**Received:** Tue Oct 25 2022 14:45:00 GMT-0400 (Eastern Daylight Time)

**To:** Joanne Carnes <joanneatwilbrahammansion@verizon.net>; CAPP-00009656  
<joanneatwilbrahammansion@verizon.net>;

**Subject:** small business improvement grant

Thank you for applying to the NJEDA Small Business Improvement Grant program. To expedite review of your application, **please provide all of the documentation checked below within ten (10) business days, in PDF format. If you have already sent documentation below , please only send what is missing.**

| Documents Required       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 1. Current NJ tax clearance certificate, dated after October 1, 2022, and showing New Jersey Economic Development Authority as the Agency. <a href="#">Directions for securing your tax clearance certificate.</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> | 2. Documentation to verify applicant entity 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).<br><br><b>Sole Proprietor:</b> <a href="#">Certificate of Trade Name</a> (filed with the County Clerk)<br><br><b>LLC:</b> <a href="#">Certificate of Formation</a><br><br><b>Corporation:</b> <a href="#">Certificate of Incorporation and Bylaws</a><br><br><b>Not-for- Profit:</b> <a href="#">Certificate of Incorporation and Bylaws</a><br><br><b>Out of State:</b> If your business is not registered in the State of NJ you are ineligible for this grant. If your entity was formed out of state but operates within the State of NJ, you must file a Certificate of Authority when registering the business in NJ and provide that certificate. |
| <input type="checkbox"/> | 3. Ensure entity has used proper name. Please check on: <a href="#">Business Name Search (njportal.com).</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <input type="checkbox"/> | 4. Federal Tax Filings (3 most recent consecutive years if available) – used to verify revenue at time of application to ensure meet SBA’s definition of a small business.<br><br><input type="checkbox"/> 2019<br><br><input type="checkbox"/> 2020<br><br><input type="checkbox"/> 2021 (or extension for 2021 filing, if applicable )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/> | 5. WR30, Payroll Report or equivalent information to determine revenue or job numbers from 1 quarter (3-months) prior to application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

|                          |                                                                                                                                                                                                                     |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 6. Fully completed <a href="#">Landlord Certification</a> form provided by NJEDA, if business is operating from a leased location.                                                                                  |
| <input type="checkbox"/> | 7. Current executed lease or recorded deed evidencing site control of the relevant property.                                                                                                                        |
| <input type="checkbox"/> | 8. Fully completed and signed <a href="#">Prohibited Activities in Russia/Belarus certificate</a> . Only for grants over \$25,000.                                                                                  |
| <input type="checkbox"/> | 9. Does applicant business operate out of the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                    |
| <input type="checkbox"/> | 10. Fully completed Applicant Confirmation Questionnaire attached.                                                                                                                                                  |
|                          | Please provide proof of payment for the invoices attached (f/b of the voided check or bank statement reflecting payment and merchant- <b><i>if a receipt is attach, you do not need to show no other proof.</i></b> |
|                          | Project completion form (Please insert your business name at the top of the page)                                                                                                                                   |

**All of the above documentation checked above must be provided by \_11/\_04/\_22\_ or your application will be administratively withdrawn or declined.** Once these documents are received, we can fully review your application.

If you have any questions or need assistance, please don't hesitate to contact me.

Thank you,

*Tyniesha Gonzalez*  
Grant Processor