

# The City of New Brunswick

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## Department of Planning, Community & Economic Development

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25 Kirkpatrick Street  
PO Box 269  
New Brunswick, NJ 08903-0269  
(732) 745-5050 Fax (732) 565.7532

### **NPP Emergency Business Application System**

The City of New Brunswick is providing a grant program through the state's Neighborhood Preservation Program which will provide assistance for businesses within the Esperanza District to receive rental and/or mortgage assistance.

The system for determining grant awards will be need based and follow the standards below:

<b>Condition</b>	<b>Points</b>
Number of employees	1 point per employee
Landlord willing to forgive additional month(s) of unpaid rent	4 per additional months of rent waived
Months of rent applicant is behind	2 point per month behind (maximum of 10 points)

Applications will be accepted until 4:30 p.m. on October 29, 2020. Upon the close of the process the 15 highest point receiving applications will receive their appropriate grant award. The process will repeat until funds are exhausted. Resubmission is not required.

No businesses where the owner(s) are City employees or relatives thereof may receive this payment.

Taxes and water are fully paid.

Business must have been in operation since February 1, 2020.

Business has its zoning permit(s), façade/sign permit(s), business/restaurant license(s), and liquor licenses current with the City of New Brunswick.

Must comply with the additional criteria of the Business Grantee Certification.

Maximum assistance is \$10,000 per month \$20,000 total.

The payment is direct assistance to COVID-19 impacted businesses for rent or mortgage of November and/or December.

Any business with more than two locations in the United States is not qualified for this assistance.

**Application**

Applicant Name	
Applicant Home Address	
Applicant Phone Number	
Business Name	
Business Address	
Landlord Name	
Landlord Address	
Landlord Phone Number	
Monthly Mortgage/Rent	
Amount Unpaid/Owed	

Checklist Items (if applicable):

Signed Lease
Proof of rent/mortgage paid up to March 1, 2020
Notarized and Signed Affidavit from Landlord agreeing to waive unpaid rent and how much rent is proposed to be waived.
Proof of number of employees (payroll documents) (please redact tax information)

Please submit application and all documentation via mail or dropoff to:

**25 Kirkpatrick Street**  
**PO Box 269**  
**New Brunswick, NJ 08903-0269**  
(732) 745-5050 Fax (732) 565.7532

-Or-

By Email, Attention:

Julio Mora [jmora@cityofnewbrunswick.org](mailto:jmora@cityofnewbrunswick.org)

Susan Mollica [smollica@cityofnewbrunswick.org](mailto:smollica@cityofnewbrunswick.org)



**BUSINESS GRANTEE CERTIFICATION – USE OF NPP-CORONAVIRUS RELIEF FUND PROCEEDS**

I, \_\_\_\_\_, am the owner/president/chief executive officer of

\_\_\_\_\_, and I certify that:

1. My business has been adversely affected by the COVID-19 Social Distancing Measures or the Stay-at-Home order
2. My business has less than \$5 million in gross receipts as of the most recent tax reporting year
3. My business has at least two employees, including myself, and no more than 100 employees
4. I am not nor is any member of my immediate family an employee of the City of New Brunswick.
5. None of my employees are also employees of the City of New Brunswick
6. My business was fully operational as of February 1, 2020
7. My business has an operational physical location within the neighborhood boundary of the local program from which I am seeking funds.
8. My business has not received any COVID-19 relief funding from the New Jersey Economic Development Authority, New Jersey Redevelopment Authority, or any other state business recovery program (excluding unemployment compensation from the Department of Labor and Workforce Development) including the New Jersey Department of Community Affairs Neighborhood Revitalization Tax Credit, Neighborhood Preservation, and Main Street New Jersey Programs.
9. My business will not use the funds to support wages, activities, or purchases that have already received reimbursement from any municipal, county, state, federal, foundation, or other private

programs, including distributions from the unemployment insurance fund, the Paycheck Protection Program, SBA loans, and any form of federal CARES Act funding.

10. I will promptly return to the grantor any received funds that cannot be fully expended on eligible uses by December 15<sup>th</sup>, 2020 by no later than December 1<sup>st</sup>, 2020.
11. I will provide written documentation (i.e. invoices, receipts) to the grantor proving that I have fully expended the funds received before December 30<sup>th</sup> on one or more eligible uses.
12. I will only use funds for the following use:
  - a. Commercial rent or commercial mortgage.

I certify under the penalties of perjury that I have read the above certification and my statements contained herein are true and correct to the best of my knowledge.

By: \_\_\_\_\_

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

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

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