



BREAKING NEWS FOR THE BUSINESS COMMUNITY

Updated: November 12, 2020

Passaic County, New Jersey

Passaic County debuts Small Business Lease Emergency Assistance Grant Program in Partnership with the NJRA

Application goes live on November 16, 2020 at 9 am

VISIT: [NJRA.us](https://njra.us) for the application link!

Call Center: 833-626-4600

DRAFT Application can be found at https://bit.ly/NJRA_SBLapp

The Passaic County Board of Chosen Freeholders has committed \$5 million in CARES Act funding to assist the business community. In partnership with the NJ Redevelopment Authority (NJRA), Passaic County is offering the Small Business Lease Emergency Assistance Grant Program to Passaic County companies who have a lease to run their business and who have been financially impacted by the COVID-19 pandemic in a negative manner.

Grants are available up to \$20,000 per company.

Eligibility:

- **Businesses located in all 16 municipalities are eligible.**
- **Businesses leasing commercial and industrial space in commercial,**

industrial or mixed-use buildings. There is no maximum square footage requirement.

- Small businesses must demonstrate a loss due to COVID-19 (the business did not need to be closed during COVID-19)
- Non-profits are not eligible

Material to Supply with Grant Application:

- Current copy of executed lease outlining the terms and conditions of the lease agreement
- Current NJ Tax Clearance Certificate or NJ Business Registration Certificate (Visit: <https://www.state.nj.us/treasury/revenue/gettingregistered.shtml>)
- If applicable, verification confirming closer date of company operations due to COVID-19

The Applicant must provide:

- Verification from the landlord that the respective business is in good standing with monthly lease obligations PRIOR to March 1, 2020 (NJRA will email this form to the landlord directly)
- Landlord and small business will need to sign certifications acknowledging the amount of outstanding lease obligations, not to exceed \$20,000 (tenant will not be disqualified if monthly lease payments are current/up to date). Certifications will be emailed directly by NJRA to the landlord.

**CITY OF PASSAIC:
Small Business COVID Relief Grant Program
(For small businesses within the Main Avenue NPP District)**

The City of Passaic through the NJ Neighborhood Preservation Program is excited to offer a COVID-19 relief grant opportunity to help support local small businesses which have been adversely affected by the Coronavirus Pandemic.

Map of the Main Avenue NPP Business District

WHO IS ELIGIBLE?

Small Business owners with property within the Main Avenue NPP District boundaries who have been adversely affected by the Covid-19 Pandemic. Business Owners will be eligible for up to \$10,000 of grant funding.

ELIGIBLE COSTS

The program is designed to reimburse unpaid costs associated with operational interruption due to the pandemic beginning March 1, 2020. Eligible items include but are not limited to: Commercial rent for November and December and/or unpaid mortgage, rents and utilities since March 1, 2020.

HOW TO APPLY - APPLICATIONS WILL BE ACCEPTED THROUGH

NOVEMBER 15, 2020.

Complete the **PASSAIC MAIN AVENUE NPP ONLINE APPLICATION**.
Submit the application and ALL supporting documents using this form and someone will contact you within 5 business days. For questions please contact **NPPGrant@cityofpassaicnj.gov**.

PLEASE NOTE: APPLICATIONS CANNOT BE ACCEPTED UNLESS ALL SUPPORTING DOCUMENTS HAVE BEEN UPLOADED BELOW:

Required Supporting Documents

1. A copy of a current, signed and executed lease agreement with your landlord clearly showing 2020 monthly rent amounts. If you own a copy of latest mortgage statement. (This grant program will pay November and December 2020 rents/mortgages).

2. A filled out, signed and dated W-9 form.

Download form here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

3. Proof of outstanding March - present operations expenses requested under this program that have not been reimbursed through other federal, state or county CARES funded relief programs. (Past due utility bills, unpaid payroll, unpaid invoices, past due rent/mortgage invoices/letters from landlord/lender, etc.)

Covid-19 Relief On-the-Job Training Grant Program – NEW!!

Applicant Check List:

- Your new hire(s) must be **unemployed** or had a reduction in hours **due to the COVID-19 pandemic** on or after March 1st, 2020 or experiencing prolonged unemployment since October 1, 2019 due to COVID-19. Former employees and employer's relatives are not eligible for this program.
- Workers must be paid **\$15 per hour** or more, reported on W-2.
- Positions must be for **full-time** (at least 32 hours per week), **long-term** employment. Commission-based, temporary or contract positions are not eligible for this program.
- Provide substantive on-the-job training at your location, on your equipment, under your guidelines. The length of training/contract period is determined by the candidate's identified skills gaps relative to the job description and the complexity of training needed. **Training must be completed by December 31, 2020.**

Eligibility Resources for Employers

To obtain FEIN: [http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online).

To obtain DUNS: <http://fedgov.dnb.com/webform> or call: 1-866-705-5711

To submit W-9: <http://nj.gov/treasury/omb/forms/pdf/W9.pdf>

To resolve state tax liability issues: Contact NJDOL's Employer Accounts Division at 609-633-6400.

Provide correct FEIN number on your "**OJT Application**". NJDOL Staff will notify you if you are not registered for Unemployment/Disability Insurance taxes, have an outstanding tax

liability or have not filed a W-9 with the NJ Department of Treasury. **To start the process:** After you have completed your candidate vetting process, identified a “skills gap” and the candidate has accepted an offer of employment, the following is submitted by email to the [NJDOL Staff](#) in your county for review:

- A copy of the job description.**
- A copy of the candidate’s resume.**
- A completed “OJT Application”**

90% wage reimbursement	99 or fewer employees
75% wage reimbursement	100 to 249 employees
50% wage reimbursement	250 or more employees

Please note: Payroll Hours submitted for reimbursement must fall within the start date and end date of the approved contract period. The Approved Contract must be in place before the candidate begins employment.

What workplace health and safety standards must all employers follow?

Written by Business.NJ.gov Team
Updated in the last hour

On October 28, 2020, Governor Murphy signed Executive Order 192 to standardize operational requirements and ensure that all workers are adequately protected. The new requirements will go into effect at 6 a.m. on November 5, 2020. Businesses will be expected to follow these standardized guidelines as well as [industry specific guidelines](#).

After November 5, 2020, employees will be able to report any businesses that are not following the protocols outlined in Executive Order 192 - additional information regarding these reporting processes will be released by the Department of Labor, and will be available here.

As of 6 a.m. on November 5, 2020, every business, non-profit, or governmental and educational entity that requires or permits its workforce to be physically present at a worksite must abide by the following requirements, at minimum, to protect employees, customers, and others who come into contact with its operations:

- Require workers and customers to maintain at least **six feet of distance** from one another, to the maximum extent possible;
- Require everyone to **wear face masks**, except when an employee is at their workstation at least six feet from others, or is alone in a walled space such as an office - *Note: employers may be authorized to prevent individuals who refuse to wear a mask from entering the worksite, where such actions are consistent with*

state and federal law;

- **Provide face masks** for their employees;
- **Provide approved sanitization materials** for employees and visitors at no cost to those individuals;
- **Ensure that employees practice hand hygiene** and provide employees with sufficient break time for that purpose;
- **Routinely clean and disinfect all high-touch areas** in accordance with DOH and [CDC guidelines](#);
- Prior to each shift, **conduct daily health checks**, such as temperature screenings, visual symptom checking, self-assessment checklists, and/or health questionnaires, consistent with CDC guidance;
- **Do not allow sick employees to enter workplace** and follow requirements of applicable leave laws; and
- Promptly **notify employees of any known exposure to COVID-19** at the worksite.

In addition, under federal OSHA law, employers must protect workers from workplace hazards that can cause illness or injury, provide required personal protective equipment (PPE), and ensure its use. It's also against [NJ Wage and Hour law](#) for an employer to deduct the cost of protective equipment from your pay.

Detailed requirements and exemptions can be found in Executive Order 192. Many sectors face additional requirements, summarized in the articles below.
Updated: October 28, 2020



STATE OF NEW JERSEY
DEPARTMENT OF STATE
New Jersey Business Action Center

We have an updated link for the NJ Business Action Center and the launch of the state's new business portal at business.nj.gov. The following links provide updates to policies and guidelines, safety recommendations, and business resources.

Quick Resources

- [New Jersey Business Portal - NEW](#)
- [New Jersey Executive Orders](#)
- [Reopening Timelines & Guidance](#)
- [NJ Department of Health COVID-19 Administrative Orders](#)
- [NJ State Business Resources for COVID-19](#)
- [NJ State General Resources for COVID-19](#)
- [NJ Department of Labor Return to Work Resources](#)
- [NJ Economic Development Authority Assistance Programs](#)
- [Additional Local & County Financial Assistance Programs](#)
- [Unemployment Claim Updates](#)
- [NJ State Jobs & Hiring Portal](#)
- [NJ Department of Labor Employer & Employee Leave Benefits](#)
- [NJ PPE Supplier Registry](#)
- [NJ Business Action Center Services for Business Reopening](#). Businesses can also call 800-JERSEY-7.
- NJ 24-Hour COVID-19 Health Hotline: 800-222-1222

Federal Resources

- [OSHA Guidance on Preparing Workplaces for COVID-19](#)
- [CDC Guidance on Returning to Work](#)
- [SBA Paycheck Protection Program](#)
- [SBA Economic Injury Disaster Loan Emergency Advance](#)
- [U.S. Department of Labor Paid Sick Leave Qualifications](#)
- [Guidance on Workplace Leave](#)
- SBA Hotline: 800-659-2955

Additional Resources

- [NJ Chamber of Commerce COVID-19 Resources](#)
- [NJ Business & Industry Association COVID-19 Resources](#)
- [New Jersey Small Business Development Centers](#)
- [SCORE](#)

- [Report Scammers & Suspected Price Gouging](#)
- One Jersey Pledge: [For Customers](#) and [For Employees](#)

Source: Melanie Willoughby
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