

UEZ INTERNAL IN-LIEU CHECKLIST

FILE#:

NO YES

ZONE:

Business Established at Least One Year Prior to Zone Designation			
Zone Designation Date Correct			
Zone Expansion Date Correct			
Company Start-Up Date Consistent with Screens			
Site Verified with Expansion Map if Expansion			
Business Employs Fewer than 50 Full-Time Employees			
Checklist Indicates Under 50 Employed			
Checklist # Matches Recertification Application			
Minimum Investment Requirement Met			
Requirement Calculated Correctly			
Proposed Investment Meets Minimum Requirement			
In-Lieu Application Completed			
Company Name & Address Matches Recertification Application			
Explanation for Inability to Increase Employment Included and Acceptable			
Description of Project Adequate			
Total Cost of the Project Matches Checklist			
Work Begins After Business Recertification Date			
Work Completed Before End of Recertification Year			
Minimum Requirement in Agreement Matches Checklist Amount			
Application Signed			
Signed Municipal Resolution Provided			
Resolution Attached			
Company Name and Address Correct			
Investment Amounts Match Checklist and Application			
Estimate for Work to Be Completed Submitted			
Work Description Matches Application			
Dollar Amounts Totaled Equal Checklist and Application Amount			
Estimate Dates Correspond to Estimated Time Period for Project Completion			
Estimate from Vendor on Invoices with Vendors Name Professionally Printed			
Recertification Application Submitted			
UEZ Staff Conducted Preliminary Review			
Company Screens Printed & Attached			
Recertification Deadline			
Last Approval Code Received			
Date of Last Approval			
Company Name and Address Consistent			
Full-Time Employment Projected			
Problems with Recertification Application			
Investment Type Requirement Met			
Correct Category Checked			
Project is Eligible			

**New Jersey Urban Enterprise Zone Program
Application for In-Lieu Investment**

1. Company Name _____ State UEZ File#
2. Company Trade Name if Different _____
3. Street Address _____
4. Mail Address _____
5. Business Contact _____ Title _____ Telephone _____
6. Please explain why your business is unable to increase employment at least one full-time employee above the number with which you began the program. Attach additional sheets if necessary.

7. Are you making: an improvement to your property or a monetary contribution to the zone municipality?
8. Please describe your project. If you are making an improvement to your property, attach a copy of a vendor(s) estimate. Attach additional sheets if necessary.

9. What is the total cost of the project? _____
10. When will the work begin? _____ 11. When is the estimated completion date? _____

■ Agreement Between Business and Municipality ■

I understand that by submitting this application, that I am requesting municipal approval to make the above referenced investment in-lieu of creating new full-time employment at my urban enterprise zone business. I understand that the request must meet certain guidelines and must be approved at the discretion of the zone municipality through municipal resolution and then by the New Jersey Urban Enterprise Zone Authority. If my application is approved I understand that it grants approval for one additional year of participation in the New Jersey Urban Enterprise Zone Program. I understand, that if necessary, I may make an in-lieu investment each year that I am unable to create additional employment. I also understand that in order to recertify into the program next year I will be required to submit a vendor invoice(s) for the completed work as described above. I understand that I will not be penalized if my actual investment does not equal my original projected estimate at long as my minimum requirement of \$_____ has been documented through vendor invoices and the approved project has been completed. I realize that if I do not provide the required invoices with my Recertification Application, that I will not be eligible for recertification into the UEZ Program, even if I have created additional employment. Through my signature below, I agree that the business I represent will comply with the necessary requirements of this in-lieu provision.

Business Contact (Print)

Title

Business Contact (Signature)

Date

This business meets the criteria required for in-lieu application as indicated on the In-Lieu Investment Approval Checklist. The municipality endorses the In-Lieu Application as indicated through approved municipal resolution.

Zone Representative (Print)

Title

Zone Representative (Signature)

Date

**Division of New Jersey Urban Enterprise Zones
In-Lieu Investment Approval Checklist**

State	Zone		
<input type="checkbox"/>	<input type="checkbox"/>	1. Business Established at Least One Year Prior to Zone Designation	
		Date of Zone Designation Date:	<input type="text"/>
		Date of Zone Expansion Date (if applicable)	<input type="text"/>
		Date Business Began at Zone Location:	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	2. Business Employs Fewer than 50 Full-Time Employees	
		Number of Full-Time Employees Currently Employed	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	3. Minimum Investment Requirement Met	
		Proposed Investment Amount:	<input type="text"/>
		Required Investment Amount:	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	4. In-Lieu Application Completed	
<input type="checkbox"/>	<input type="checkbox"/>	5. Signed Municipal Resolution Provided	
<input type="checkbox"/>	<input type="checkbox"/>	6. Estimate for Work to be Completed Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	7. Recertification Application Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	8. Investment Type Requirement Met	
		<input type="checkbox"/> Improvement to Business Property	
		___ Permanent improvement of the exterior appearance	
		___ Permanent improvement to customer facilities	
		<input type="checkbox"/> Monetary Contribution to Zone Municipality	
		___ Employment-related training programs;	
		___ Physical improvements at county schools, colleges and vocational schools;	
		___ Education or training programs at county schools, colleges and vocational schools;	
		___ Improvements to increase the safety or attractiveness of the zone	
		including but not limited to:	
		___ litter clean-up and control;	
		___ landscaping; parking areas and facilities;	
		___ recreational and rest area facilities;	
		___ repair or improvements to public streets, curbing, sidewalks or street lighting;	
		___ increased police, fire or sanitation services.	
		<input type="checkbox"/> Project that Contributes to Zone Economic Attractiveness	

Submission Time Guidelines

Date of Authority Meeting : _____ Date Application Received: _____
 Calendar Days Prior to Authority Meeting: _____ 45 Day Guideline Met: Yes No
 Company's Recert. Deadline Date: _____ Pre Recertification Guideline Met: Yes No

State Division Recommendation

- This applicant has met all necessary requirements and the Division recommends that In-Lieu Approval be granted.
- This applicant has not met all necessary requirements and the Division does not recommend In-Lieu approval.

State UEZ Reviewer

Date

State UEZ Director

Date 11/96

New Jersey Urban Enterprise Zone Program

In-Lieu Procedures

A participating UEZ business is required to increase its level of employment by at least one full-time person during its first year in the program and maintain this increase throughout its program participation. If it is unable to achieve or maintain this increase, the company may receive a one-time conditional approval for a one year period. The company may also make a financial investment in the zone "in-lieu" of creating employment. An "In-Lieu" application allows the company to make a qualified investment in its property or the zone municipality in place of increased employment. An investment must be made each year the company is unable to increase its employment level for the company to remain in the program.

In-Lieu applications are processed by the State UEZ Division. They are reviewed by Division staff and presented with a recommendation to the Project Review Committee. If approved by the committee, the applications will be presented to the full Authority for approval. To facilitate processing of your In-Lieu Applications, please be sure that all requirements explained below are met. Make sure that all documents are signed and dated and that project estimates are consistent throughout the documentation. Enter the State UEZ File number onto the In-Lieu Application and fill in the minimum investment requirement in the Agreement Between the Business and Municipality. Initial the Zone boxes on the In-Lieu Investment Approval Checklist to indicate that you have verified the information related to each box. Attach all necessary documents in the order they appear on the checklist. Remember that businesses will not be eligible to recertify the next program year unless they have submitted their actual invoices. You should remind businesses that if their In-Lieu Application is approved and they make the required investment, that they are eligible for an Urban Enterprise Zone Tax Credit using New Jersey tax forms CBT-100 and 301.

Processing Requirements



- Application should be submitted at least 45 calendar days prior to the Authority meeting at which approval is sought but not more than two months prior to the business recertification date; and
- The application should be approved by the Authority prior to the company's Recertification deadline (*all benefits stop on the recertification deadline*); and
- Package presented to Division must include:
 - In-Lieu Investment Approval Checklist;
 - Completed and signed In-Lieu Application;
 - Signed municipal resolution;
 - Estimate for work to be completed;
 - Recertification Application

Eligibility Criteria



- Business began in zone at least one year prior to zone designation or expansion designation; and
- Business employs fewer than 50 persons; and
- Minimum investment requirement met; and
- Investment permitted under legislation.

Minimum Amount of Investment Required



- 0-10 Employees = \$5,000
 - Over 10 Employees = \$500 X Total # Employees
(*may not exceed 49*)
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Permitted Investments

■ **Improvement to Business Property**

Permanent improvement of the **exterior appearance** or **customer facilities** of the property (no improvements that are needed to bring the building up to municipal code are permitted)

- At least one vendor's estimate of the project cost must be submitted with the "In-Lieu" Application.
- A paid-in-full bill must be submitted to the Urban Enterprise Zone Division through the local coordinator along with the next year's Recertification Application. If the business estimated an amount greater than the minimum requirement on its In-Lieu Application, it will not be penalized if that amount is not expended as long as the minimum investment requirement is met and the project has been completed as approved. If the bill is not submitted, the company will not be permitted to recertify into the program.

■ **Monetary Contribution to Zone Municipality for:**

- Employment-related training programs;
- Physical improvements at county schools, colleges and vocational schools;
- Educational or training programs at county schools, colleges and vocational schools.
- Improvements to increase the safety or attractiveness of the zone, including but not limited to:
 - litter clean-up and control;
 - landscaping; parking areas and facilities;
 - recreational and rest areas and facilities;
 - repair or improvements to public streets; curbing; sidewalks or street lighting;
 - increased police, fire or sanitation services.
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■ **Other projects which the municipal governing body and UEZ Authority find shall contribute substantially to the economic attractiveness of the enterprise zone.**



Investment Requirement Table

Number of Employees	Minimum Investment	Number of Employees	Minimum Investment	Number of Employees	Minimum Investment	Number of Employees	Minimum Investment	Number of Employees	Minimum Investment
0	\$5,000	10	\$5,000	20	\$10,000	30	\$15,000	40	\$20,000
1	\$5,000	11	\$5,500	21	\$10,500	31	\$15,500	41	\$20,500
2	\$5,000	12	\$6,000	22	\$11,000	32	\$16,000	42	\$21,000
3	\$5,000	13	\$6,500	23	\$11,500	33	\$16,500	43	\$21,500
4	\$5,000	14	\$7,000	24	\$12,000	34	\$17,000	44	\$22,000
5	\$5,000	15	\$7,500	25	\$12,500	35	\$17,500	45	\$22,500
6	\$5,000	16	\$8,000	26	\$13,000	36	\$18,000	46	\$23,000
7	\$5,000	17	\$8,500	27	\$13,500	37	\$18,500	47	\$23,500
8	\$5,000	18	\$9,000	28	\$14,000	38	\$19,000	48	\$24,000
9	\$5,000	19	\$9,500	29	\$14,500	39	\$19,500	49	\$24,500