

**Exhibit A - Small Business Lease Assistance Program  
Proposed Program Specifications  
February 2019**

<b>Funding Source</b>	<p>Total funding for Small Business Lease Assistance Program will be \$1.3 million per year, divided and reserved for projects evenly among the following municipalities:</p> <ul style="list-style-type: none"> <li>• Atlantic City</li> <li>• Bridgeton</li> <li>• Camden</li> <li>• Jersey City</li> <li>• Millville</li> <li>• Mt. Holly</li> <li>• Paterson</li> <li>• Passaic</li> <li>• Phillipsburg</li> <li>• Plainfield</li> <li>• Salem</li> <li>• Trenton</li> <li>• Vineland</li> </ul> <p>The total amount of 2-year Lease Assistance award will be aggregated towards each municipality's annual allocation, based upon the year the lease assistance is approved.</p>
<b>Program Expiration</b>	<p>Programs to operate on a pilot basis from April 1, 2019 – April 1, 2022. All funds must be committed during this pilot phase. Uncommitted annual funds will not be allowed to roll over to the following year.</p>
<b>Administrating Agency</b>	<p>EDA</p>
<b>Program Structure Purpose</b>	<p>The purpose of the Small Business Lease Assistance Program is to enhance the vibrancy of commercial corridors through business attraction and retention.</p> <p>Each municipality will provide information to EDA to help establish program and ensure its viability, including: a letter of support, recommended eligible areas with supporting information (i.e. maps, redevelopment plans), a communication plan to make potential applicants aware, and a contact to assist with pre-screening applicants.</p>
<b>Eligible Applicants</b>	<p>A limit of one Lease Assistance award will be approved per applicant (or related entity) over the life of the program.</p> <ul style="list-style-type: none"> <li>• Tax Clearance Certificate required</li> <li>• For profit businesses and non-profit organizations (see exclusions)</li> </ul>

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	<p>that plan to lease between 500 s.f. – 5,000 s.f. of first-floor, market-rate office, industrial and retail space in the eligible area for a minimum 5-year term; or</p> <ul style="list-style-type: none"> <li>• Entities within the eligible area seeking to lease between 500 – 5,000 s.f. of additional space for a minimum 5-year term.</li> <li>• An entity leasing more than 5,000 s.f. is eligible for lease assistance, but the lease assistance will only reimburse the first 5,000 s.f. of space</li> <li>• Applicant or related entity operating within a facility that has received incentives through the State of New Jersey (i.e. Grow NJ or ERG) are not eligible.</li> <li>• Applicants/related entities may not receive both a Business Lease Incentive and a Business Improvement Incentive.</li> <li>• Applicant must certify that they are not in default of any other EDA or State assistance.</li> <li>• Applicant must occupy and operate in the leased space for the full year under which reimbursement is being requested.</li> <li>• Prohibited uses as detailed in the online application are not eligible for lease assistance.</li> </ul>
<p><b>Targeted Areas/Eligible Locations</b></p>	<p>Applicants must lease first-floor space in facilities within eligible locations and occupy and operate within the facility for the full year under which they are seeking reimbursement. Eligible locations within the municipalities will be determined by the municipality in consultation with EDA, based on consistency with existing redevelopment plans and/or zoning ordinances (if applicable). Applicant must obtain all applicable zoning and building permits.</p>
<p><b>Incentive Type and Amount</b></p>	<p>Reimbursement of a percentage of annual lease payment (for 2 years of a 5 or 10-year lease) administered as follows:</p> <ul style="list-style-type: none"> <li>• Year 1: 15% of annual lease payment</li> <li>• Year 2: 15% of annual lease payment</li> </ul> <p>Incentive payment, when combined with any other governmental grants, not to exceed 80% of annual lease payment.</p>
<p><b>Funding Disbursement</b></p>	<p>Paid annually upon receipt of landlord confirmation of no monetary or other material lease agreement default, certification by the applicant of any governmental grants received by applicant not to exceed 80% of the annual lease payment and receipt of NJ State Tax Clearance Certificate.</p>

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<b>Exclusions and Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Available to first floor businesses only to increase pedestrian traffic, encourage streetscape vibrancy.</li> <li>• High Tech and Business Incubator members in Not for Profit facilities would not be eligible for independent lease incentives (operators are eligible.)</li> <li>• All leases will be analyzed for market-rate pricing by EDA based on comparable market rates provided by third party (i.e. CoStar).</li> <li>• Landlord and tenant cannot be related parties</li> </ul>
<b>Application Process and Board Approval/ Delegated Authority</b>	<ul style="list-style-type: none"> <li>• Applications will be reviewed on a rolling basis until all funds are committed or program expires.</li> <li>• EDA staff will be responsible for reviewing applications and approving projects for assistance under Delegated Authority.</li> <li>• Eligible municipalities will pre-screen applicants to ensure that proper documentation has been provided by the applicant.</li> </ul>
<b>Fees:</b>	<ul style="list-style-type: none"> <li>• \$500 Application Fee for For-Profit Entities</li> <li>• \$250 Application Fee for Not-for-Profit Entities</li> <li>• Annual Administrative Fee equal to 1% of the Annual Lease Incentive</li> </ul>