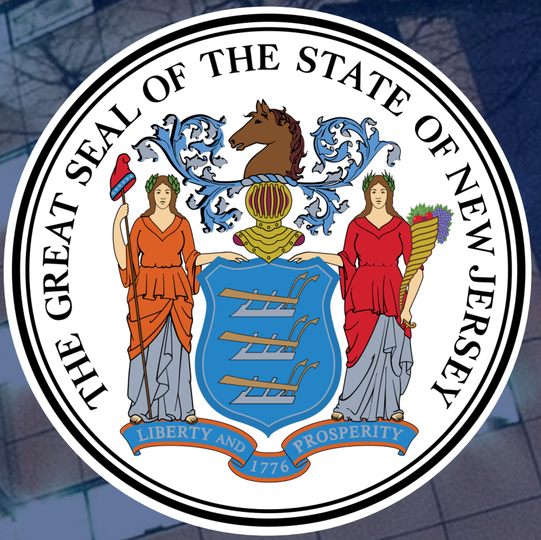
UEZ Coordinator Training

October 22, 2026



DCA
NJ Department of Community Affairs

Agenda

Certification | ShaNeeka Warner

SAGE Payment Requirements | Brittany Mann

General Updates | Danny Santos

Q&A

*** A quiz is required; it will be emailed after this session, and must be completed within 10 days ***

Certifications

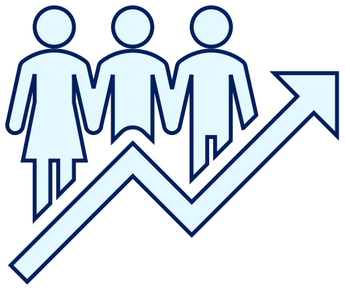
How to contact us

email: **uezinfo@dca.nj.gov**

Phone: **1 (877) 913-6837**

Certifications Team:
Atira White – Supervisor
Shaneeka Warner – Certifications Representative
Kameron Johnson – Certifications Representative

UEZA Helpline Services Offered

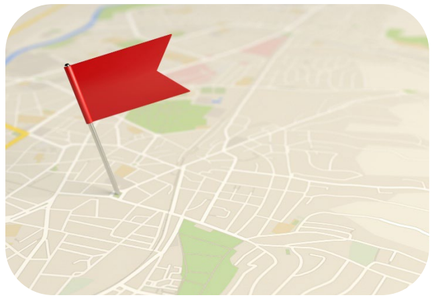


- Field and respond to general inquires from both participating and prospective businesses
- Assist Coordinators with issues regarding business applications
- Assist with verifying PBS login ID (password assistance is not available)
- Verify certification deadlines and applications received
- Connect potential businesses with their local coordinator for assistance
- We **DO NOT** have access to tax information

Coordinator Responsibilities

- Canvas local UEZ for potential business partners and advise of the benefits of the UEZ program.
- Recruit and prequalify businesses for participation
- Provide online application assistance, if required
- Notify businesses of approaching certification due date
- Contact businesses to notify them of missed certification deadlines
- Notify business of inactive status and assist in reactivation, if required
- Call the help desk if you need assistance

UEZ Program Qualifications



Located within UEZ boundaries

Registered in New Jersey



In tax compliance with the State of New Jersey



Cannabis Businesses are not eligible to participate

UEZ Program Benefits

Tax-Free Purchases

Annual savings of up to $6,625 on the first $100,000

Reduced Sales Tax

Can charge sales tax at half the current rate to customers

Financial Assistance

Municipalities can provide information for other available programs

Tax Credits

8% tax credit available to employers with 50 employees or fewer

Businesses Ineligible for Reduced Sales Tax



- Car dealerships
- Restaurants/Bars
- Liquor Stores
- Nightclub/Lounges

Types of Applications and Timeline

CERTIFICATION

First application submitted

Creates baseline of employee requirements for businesses

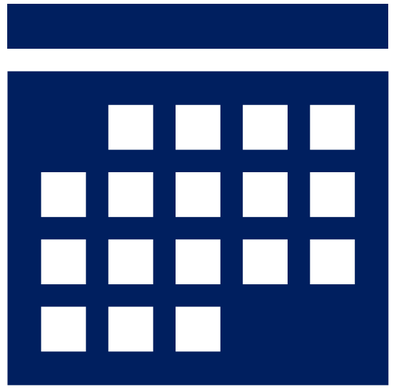
ANNUAL REPORTING

Due for the next two years on original certification date

Reports data for previous year

RECERTIFICATION

First recertification contains 25% factor requirement



START	YEAR ONE	YEAR TWO	YEAR THREE
Certification	Annual Reporting Form	Annual Reporting Form	Recertification

Online Application Process

- First, make sure the business meets program qualifications:
    - Located within UEZ boundaries
    - Registered in New Jersey with valid Business Registration Certificate
    - In tax compliance with the State of New Jersey
    - Cannabis businesses are **not eligible** for participation

- Applications are only accepted online through New Jersey Premier Business Services
- Applications are due **every year** on the anniversary of the original certification
- Only retailers are eligible for the Reduced Sales Tax Program
- Businesses are responsible for tracking and reporting their employee data, capital investments and amounts spent using UEZ Tax Exemption Certificates
- Businesses that certify with **6** or more employees **must hire at least one additional employee** every 3 years to remain qualified



Employment Requirements



Increased Employment
To receive continued certification approval to participate in the UEZ Program, a business with 6 or more employees is required to provide an increase in employment in the zone.

**The number of employees at the later of the certification date or the last recertification date determines how many newly hired employees the business may be required to add.

- Businesses with 6 to 10 employees may be required to hire at least one part-time employee
- Businesses with 11 to 49 employees may be required to hire one full-time or two part-time employees
- Businesses with 50 or more employees must hire one full-time employee.

Definitions
• "Full-time employee" is an employee who works a consistent 30 hours or more per week.
• "Part-time employee" is an employee who works a consistent 15 to 30 hours per week.

Options for businesses that cannot meet the employment requirement

In Lieu –

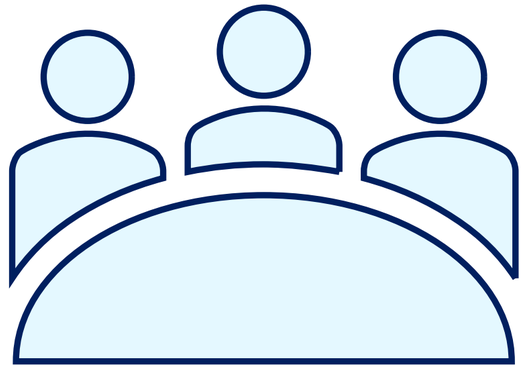
Businesses that were established at least one year before zone designation or expansion, with fewer than 50 employees, and are unable to meet the increased employment requirement may (with UEZ approval) make annual investments in the zone until their employment requirement is met. Minimum investments are required annually during the 3-year recertification period.

**In-Lieu applications may be obtained by contacting the help desk.

- Businesses with 10 or fewer employees are required to invest $5,000 per year
- Businesses with more than 10 are required to invest $500 per employee per year.

Investment examples:

- Improvements to exterior (must be permanent),
- Litter clean up and control,
- Landscaping,
- Creation or improvement of parking areas and facilities,
- Creation or improvement of street lighting

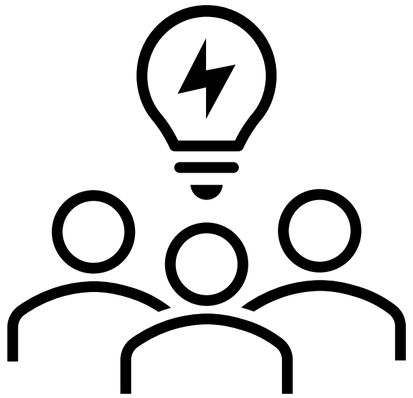


25 Percent Factor

WHEN: Required only once at the end of the first 3-year certification period

REQUIREMENT: At least 25% of the qualified business's *newly-hired* employees must meet at least ONE of the following criteria

1. Resident within the zone or within the municipality in which the zone is located; or
2. Unemployed for at least six months before being hired and residing in New Jersey, or recipients of New Jersey public assistance programs for at least six months before being hired; or
3. Determined to be low-income individuals pursuant to the Workforce Investment Act of 1998, Pub. L. 105-220 (29 U.S.C. §§2811 et seq.).



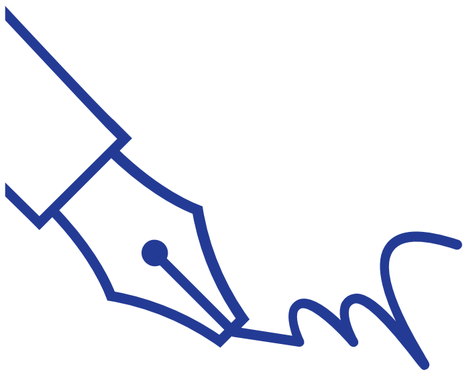
****Business is responsible for tracking hiring data****

Good Faith Waiver

of 25 Percent Factor

Businesses that are unable to meet the 25% Factor may apply for a waiver of the requirement by performing one or more of the following—

- Provide a letter to the UEZ Program describing the position to be added to their workforce, including the type of position, salary, job description, and number of positions available
- Methods that the business used to fill the position locally, and the results of those efforts
- Proof of advertisement for the position(s)
- Send a request to the New Jersey Department of Labor and Workforce Development for assistance in filling the position



****Good Faith Waiver form is available from the HelpDesk****

Common Contacts

Division of Revenue (609) 292-9292,
- **BRC registration and certificate issues**

Division of Revenue UCC Unit – (609) 633-8157, nj.registryunit@treas.nj.gov
- **duplicate certificates**

Division of Taxation – (609) 292-6400

Division of Taxation - (609)292-5995, Taxation.regulatoryservices@treas.nj.gov
- **tax credit and reduced tax inquiries**

Division of Taxation – email only, ueztax.clearance@treas.nj.gov
- **UEZ tax clearance**

Premier Business Services
- **password assistance – (866)534-7789, nj.gov/njbusiness/**



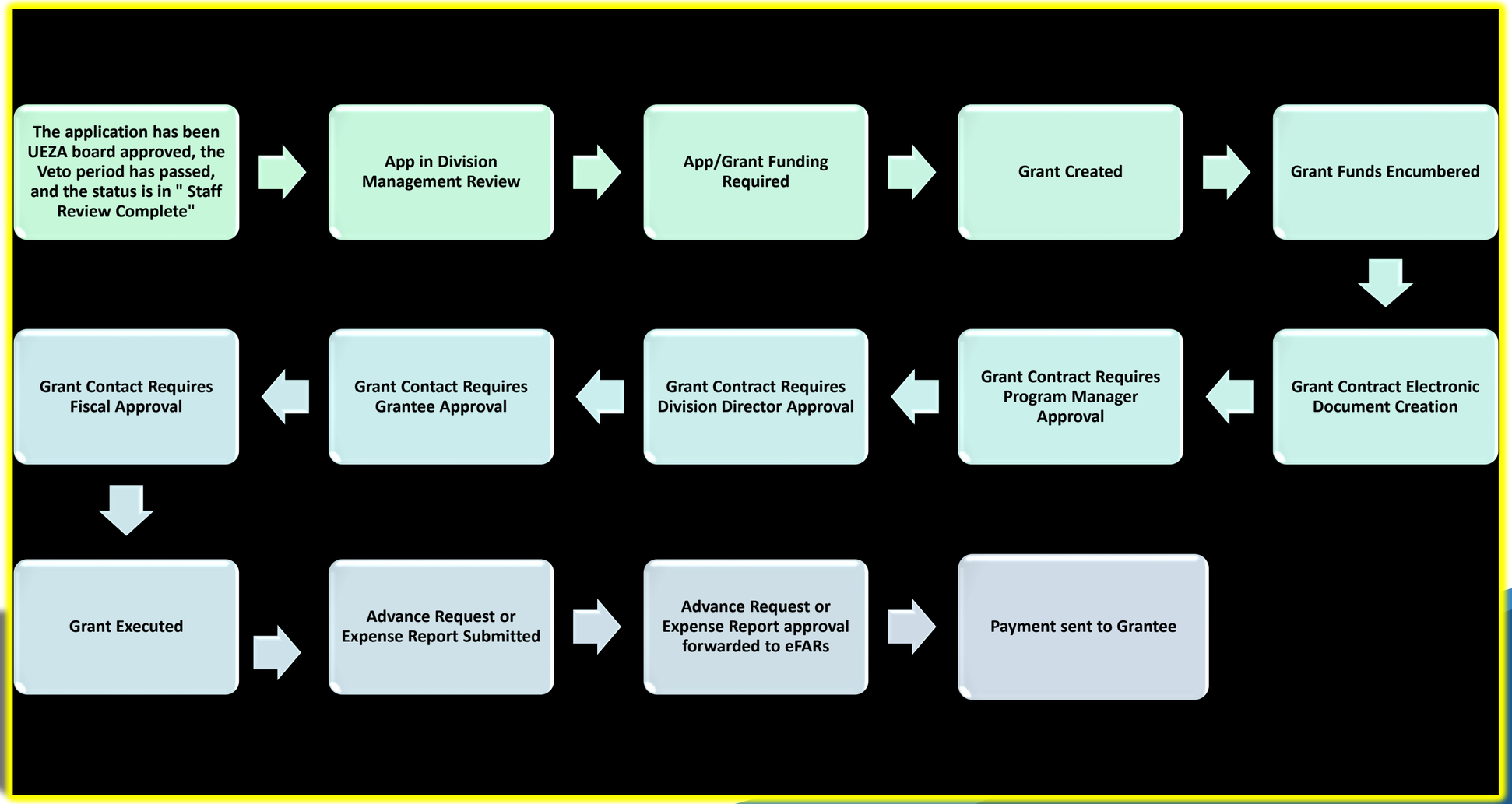
Certification Questions and Answers

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Thank you!

SAGE Payment Process

Grant Approval Flow Chart



Payment Expectations

- Award letters do not mean your funding is on the way

- An Advance must be requested by each zone

- All contract terms for FY27 will structure payments as such:

- “50% Advancement. Balance per demonstrated need.”

Issues Receiving Payments

- Payments disbursed by UEZA are issued from NJCFS
  - We can only let you know if we have processed a payment.
    - ACH transfers are the safest, fastest, and recommended method to receive payments.
- For information on Vendor accounts please visit the Department of Treasury, Office of Management and Budget
  - https://www-tyomb.nj.gov/TYM_VPI/faq

General Updates

New Project Submission Procedure

Project Emails

Internal vs. External Threads

Board Material Deadlines

Checklist Reminders

Second Generation Funds

Allocation Amounts

Municipal vs. UEZ Obligations

Updated Events Guidance

Updated Municipal Resolution Guidance

Project Reviews and Delinquent Documentation

Q&A