

ATLANTIC COUNTY URBAN COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT
PROJECT APPLICATION & INSTRUCTIONS



I. INTRODUCTION

In Atlantic County, funds will now be allocated in a competitive manner to ensure the wise and timely use of the CDBG funds. Projects must be:

1. eligible under all regulations governing the use of Community Development Block Grant (CDBG) funds;
2. a fit with Atlantic County's goals for the CDBG program as described in the current 5-year Consolidated Plan;
3. within the applicant's ability to complete in a timely, cost-effective manner.

This application package provides information on the types of eligible activities as well as the process for application submission. The Atlantic County Program Year begins on September 1 and ends on August 31st the following year.

Applicants should consider this guide as a supplement to the Community Development Block Grant Program Entitlement Grant Regulations, Title 24 of the Code of Federal Regulations, Part 570. Applicants are strongly encouraged to become familiar with these regulations, which are available through the hud.gov website. County Improvement Authority staff as well as the County consultant, Triad Associates, will provide applicants with technical assistance, interpretation of regulations and support upon request.

Applicants may apply for more than one project/activity. Applicants submitting more than one request must use a separate application form for each project along with the requested documentation for each.

II. PROJECT SELECTION CRITERIA

Projects will be selected for funding by the ACIA Community Development Office using the following criteria.

Benefit to LMI population (20 points)

Activity Need and Justification (20 points)

Cost Reasonableness and Effectiveness: (20 points)

Activity Management and Implementation: (20 points)

Experience and Past Performance (20 points)

Leveraging Funds: (5 points)

Environmental Justice: (5 points)

Application Completeness: (5 points)

Please see the project scoring supplement for more information.

Project Timeliness – Projects must be ready for implementation upon application. Unless otherwise agreed upon by the County CDBG program, applicants will have 12 months within the effective Program Year (Sept. 1-Aug. 31) to complete the project and expend the grant allocation in order for the County to comply with HUD's expenditure deadline. CDBG funds become available from HUD in or around December of the Program Year.

III. ELIGIBLE ACTIVITIES

The following is a listing of general categories of eligible activities. In addition, project related architectural and engineering costs may be funded when part of an eligible project.

- Public Facilities Improvements
- Barrier Free ADA Improvements
- Street Improvements
- Sidewalks
- Parking Facilities
- Flood Drain Improvements
- Water/Sewer Improvements
- Demolition of Blighted/Condemned Properties
- Park & Recreation Projects
- Neighborhood Facilities
- Senior Centers
- Asbestos Removal Activities
- Housing Rehabilitation

IV. INELIGIBLE ACTIVITIES

CDBG funds may not be used for equipment or buildings used for general government activities or maintenance activities except that improvements to municipal buildings to provide barrier free access may be undertaken.

No activity will be funded that will result in the demolition or conversion to other use of occupied or vacant habitable low moderate income dwelling units or that will cause displacement of persons from their homes.

Engineering and architectural design fees will only be eligible if the professional services are competitively procured.

All projects must comply with federal and local requirements, including but not limited to, Davis-Bacon prevailing wage requirements, Equal Employment Opportunity (EEO) and Environmental Review.

V. APPROVALS AND IMPLEMENTATIONS

Applicants with activities that have been selected and approved to be included in the County's program year application to HUD will be notified in writing. All proposed projects are subject to environmental records review, per HUD regulations. Final approval from HUD is required before any activities can be funded. Unless otherwise agreed upon in advance, activities that are approved for the program year must be completed within a strict time period anticipated to begin November of the program year and end in August of the following year. Applicants with

approved projects will be required to provide a resolution from the governing body accepting the CDBG funds for the specified project(s).

Unless there are extenuating circumstances as determined by ACIA staff, once a project is selected for inclusion in the Annual CDBG program, no change of activity will be permitted and no project substitution will be allowed.

If funded, recipients will be held to an implementation schedule that completes the proposed activity within the established period. In developing proposed activities, applicants must look at all factors affecting the implementation time of the activity; i.e. design, permitting, contracting or manpower, other funding sources, etc., to be sure they can be coordinated to work within the established time frame for the project. Penalties will be imposed in future funding years for applicants that do not complete activities within the period.

No project may begin without written authorization to proceed from the ACIA. Notification of Award of funding is NOT authorization to proceed. Vouchers will not be processed for payment for activities undertaken without prior approval. This includes pre-construction activities.

VI. TIMELINESS

Enforcement of the time limit on spending is essential to the County meeting the spending deadlines established by HUD. Therefore, the following penalties for poor performance will be imposed.

If an applicant does not complete its project by the end of the sub-grantee agreement term, reduction or exclusion of funding in the next program year may result. The ACIA staff reserves the option of granting extensions to project completion dates of no more than three months when additional time is warranted. The reduction will not be applied against an extension if ACIA personnel considered the extension to be warranted. Applicants that received an extension and do not complete the project by the end of the extension will receive additional reductions for each month of the late performance. ACIA personnel may also approve extensions to the term of a sub-grantee agreement for convenience when a project will not be completed by the original date. The reductions will be applied to an extension period if it was approved only for convenience (not as warranted).

VII. PROJECT PHOTO REQUIREMENTS

The application should include a sufficient number of clear photographs to convey the scope and impact of the project. Each picture should be labeled with the project name. Photographs should be numbered and keyed to a map of the project area or site plan to illustrate the location and orientation of the camera for each one.

Examples of relevant photos include:

- Photos of the project site taken from the outside inward from several angles to illustrate the project site, adjacent buildings, ground conditions and landscape elements;
- Photos from the project site looking outward to illustrate the project vicinity in all directions;
- Photographs of any buildings or sites adjacent to the site that are older than 50 years and therefore potentially eligible for listing on the National Register of Historic Places.

VIII. APPLICATION PACKET

The ACIA reserves the right to require additional information, not stated in the application packet, when deemed necessary to determine eligibility of a proposed activity or management capacity of the applicant.

For additional information

Bob McGuigan, Atlantic County Improvement Authority, 609-343-2390 mcguigan_bob@aclink.org

Melissa Walsh, Triad Associates, 856-690-9590, mwalsh@triadincorporated.com

APPLICATION CHECKLIST

- ☐ Complete pages 8-13 of application
- ☐ Clearly identify project location on a County Census Map.
- ☐ Attach and properly identify pages used for additional information.
- ☐ Photo – submit one or more **digital** photos showing the proposed project site. Photos must include surrounding buildings to determine if the project is in an historic location.
- ☐ Copies of all permits (if applicable)
- ☐ Signed and dated Certification and Official Authorization
- ☐ Formal letter from Mayor acknowledging the application for assistance
- ☐ Funding Commitments as applicable (Attach letters / commitments)

**Please Submit Completed Applications
to Bob & Tina by May 8th via PDF using emails below.**

**If you have any questions, please reach out to Bob McGuigan at mcguigan_bob@aclink.org
or
609-343-2390**

Tina Rodriguez – Rodriguez_tina@aclink.org

Please read all instructions before completing this application. You are encouraged to use additional paper where necessary. Failure to complete all required information will cause disqualification of the application.

Section 1**Part 1 General Information**

Applicant: _____ Applicant Federal ID #: _____

Contact Person Name and Title: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____

Engineer

Engineer Company: _____

Engineer Contact: _____

Address: _____

Phone Number: _____ Fax: _____

Email: _____

Organization's Attorney

Firm Name: _____

Attorney: _____

Address: _____

Phone Number: _____ Fax: _____

Email: _____

Section 2**Part 1 Project Criteria**

Project Activity: _____

Site Address or Limits of Work by Major Intersections: _____

Lot: _____ Block: _____ Census Tract _____ Block Group: _____

Project Construction Costs: \$ _____

Engineering Design Costs: \$ _____

Engineering Inspection Costs: \$ _____

Total Project Cost: \$ _____ **Attach Cost Estimate

Current Year Amount Requested: \$ _____

Amount & Year of Previous CDBG Funds being used: _____

MATCH/LEVERAGING:

What other funding sources are applicable to this project?

		Approval Date	Application Date
Applicant	\$ _____	_____	_____
**State/Local Grants	\$ _____	_____	_____
Other (specify)	\$ _____	_____	_____

****Identify Source of Funds; i.e. Green Acres Grant, etc.**

NOTE: Provide letters of commitment or Board Resolution for all funds stated above

Location: (i.e. Downtown, intersection, lakefront) * ***Please provide photos of the site and surrounding buildings and attach to application as an exhibit.***Describe the problem and the scope of work needed to address the problem. You may attach additional sheets if necessary. **Project funding is now partially based on the need for funding, so please share as many details as possible.**Describe the service area for this activity. ***(i.e. Street improvement serves the neighborhood/census block group xx; park provides recreation to residents of the entire township. Neighborhood playgrounds/tot lots serve one or more block groups)***

Section 3: ELIGIBILITY AND NATIONAL OBJECTIVE

Part I: Project Eligibility – Identify project type from the list of eligible projects cited in Section III of the Instructional Guide.

Project Type: _____

Part II: National Objective – Check the option below that best qualifies your project:

Low-Mod Income Benefit:

LMI Population* benefitted by project: _____

***including presumed LMI beneficiaries** (This presumption covers abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers.)

A. Service Area for the activity has a predominantly lower income population

Census Tract _____ **Block Group** _____ **Low/Mod %** _____

_____ As an Exception level County, census block group areas with a low-mod population of 49.46% or more are eligible. (Please refer to your municipality's Eligible Area Map)

_____ If the service area for an activity is smaller than a block group, then a survey may be undertaken. (Survey forms must be pre-approved by HUD and require permission from the County)

B. Presumed Benefit

_____ Architectural Barrier Removal – Presumed to meet a low-mod objective

_____ Providing a facility or service to one of the following categories of persons:
Elderly persons, severely disabled, victims of domestic violence, homeless

C. Income Intake

_____ Activity requires income qualification on a case-by-case basis to receive benefits

Prevention /Elimination of Slums or Blight

_____ Demolition or Rehabilitation in a locally designated blighted area. (Demolition activities must provide proof of ownership)

_____ Demolition or Rehabilitation of a property that poses a public health & safety risk. (Work is limited to correcting code violations.)

Section 4

Part 1 Project Location Details

Indicate the project location and service area on the County Census Map provided or attach a more detailed location map.

If the project is in a redevelopment zone, please describe and attach plan (i.e. NPP, DOT, TE, EDI, etc).

If the proposed project is a continuation of a prior project, provide a narrative addressing the stage of the completion.

Section 5**Part 1 Additional Governmental Requirements****All Projects are subject to environmental reviews.**

Please respond to all of the following:

Is the project located in the 100 year flood plain? (Provide FIRM Map) ☐ Yes ☐ NoIs the project within an historic district or involve historic property? ☐ Yes ☐ NoWill project have any groundwater impacts? ☐ Yes ☐ NoWill the project require any of the permits listed below? **Indicate current status of permits****☐ **Stream Encroachment**☐ **Wetlands**☐ **DOT**☐ **CAFRA (Coastal Area Facility Review Act)
Elimination System)**☐ **NJPDES (NJ Pollutant Discharge**☐ **Other required permits list below:******Project with approved permits will receive priority ranking.**Is the proposed project located in the Pinelands area? ☐ Yes ☐ No

If yes, will the project require any or all of the following from the Pinelands Commission?

☐ Development Approval☐ Certificate of 208 Conformity☐ Waiver of Strict Compliance

Are there any other known impediments to the project? Explain.

Certification and Official Authorization

I, _____, hereby certify that all parts of this application and all required attached documents are accurate to the best of my knowledge. I am also certifying that:

- The proposed project will not result in permanent involuntary displacement of any family, individual, business, non-profit organization or farm, or any of their personal property.
- Special assessments to recover capital costs of the proposed activity, either the CDBG funded or non-CDBG portion of costs, will not be made against properties owned and occupied by low and moderate-income persons.
- If selected to receive Community Development Block Grant, the project will be operated in accordance with all applicable laws and regulations, including the CDBG Entitlement Grant Regulations at 24 CFR Part 570, Civil Rights Acts, the Fair Housing Act and the Americans with Disabilities Act.
- I am authorized by the municipality or organization identified within to submit this application.

Print Name of Authorized Signer

Signature of Authorized Signer

Date