

STATE OF NEW JERSEY

2017 Annual Consolidated Plan

Small Cities Community Development Block Grant

Program Section

For

State Fiscal Year 2018

State of New Jersey
Chris Christie, Governor

Department of Community Affairs
Charles A. Richman, Commissioner

Drafted June 15, 2017

**Small Cities
Community Development Block Grant
Program**

**Administered by the
New Jersey Department of Community Affairs**

**Please Contact:
Terence Schrider: Administrator
Small Cities CDBG Program
Department of Community Affairs
101 South Broad Street
PO Box 811
Trenton, New Jersey 08625-0811
Terence.Schrider@dca.nj.gov**

**Small Cities CDBG Program Section
New Jersey Department of Community Affairs
TABLE OF CONTENTS**

Summary Information	1
2018 Total Allocation (FFY 2017)	1
2018 Funds to Award	1
Application Submission Schedule	1
Reallocation of Funds between Budget Categories	1
Objectives	2
State Conformance to National Objectives	2
State Program Objectives	2
Distribution of Allocation	3
Administration and Technical Assistance	3
Funds - Public Facilities	3
Housing Rehabilitation	3
Innovative Development	3
Emergency Housing Repair	3
Matching Requirements	4
Number of Applications	4
Open Balances of Prior Awards	4
Evaluation Criteria	5
Community Development and Housing Needs Statement	5
Housing, Public Facilities, Innovative Development Funds, & Emergency Housing Repair – minimum thresholds	5
Innovative Development Funds- additional detail	5
Emergency Housing Repair Funds- additional detail	5
Threshold Requirements	6
All Federal Compliance Items – Citizen Participation, Fair Housing, Grant Mgmt., ERR, Prof. Services, Cooperative Agreements, Housing Policy and Procedures Manual, Matching Funds, Municipal and County Resolutions	6
All Housing Rehabilitation Applications	7
Rated Criteria	7
Municipal Distress	7
Needs Statement	7
Program Impact	7
Balance Ratio	7
Readiness to Proceed	8
Past Performance	8
Address Deficiencies	8
Grant Management	8
Emergency	8
Bonus Points	9
Eligible Activities	9-10
State and Federal Procurement Requirements	10
Grant Funds Recaptured and Other Recaptured Funds	10
CDBG Grants	10
Recaptured Funds Statement	11
Displacement	11
Notice of Awards	11
Additional Awards	12
Attachment A: Application Review Form	13-16
2018 NJ Eligible Small Cities Municipalities and Counties – With Municipal Distress Index (MDI) Ranking	17-19

**Summary Information for State Fiscal Year 2018
Federal Fiscal Year 2017**

Community Development Block Grant Program

SFY 2018/ FFY 2017 Total Allocation:	\$ 6,169,148*
SFY 2018/ FFY 2017 State Administration:	\$ 285,074
SFY 2018 Funds to Award (projected budget):	\$ 5,884,074
Public Facilities	\$ 3,864,074
Housing Rehabilitation	\$ 1,200,000
Innovative Development	\$ 800,000
Emergency Housing Repair	\$ 20,000

**Federal USHUD allocation for NJ State CDBG Program, 6/14/2017.*

Application Submission Schedule

Public Facilities Fund	SAGE applications must be submitted no later than Friday, September 8, 2017 .
Housing Rehabilitation Fund	SAGE applications must be submitted no later than Friday, September 8, 2017 .
Innovative Development Fund	SAGE applications must be submitted no later than Friday, September 8, 2017 .
Emergency Housing Repair Fund	Pre-applications accepted throughout the SC Program year. Forms are available on the Program website. Contact DCA for more details.

Reallocation of Funds between Budget Categories

The NJ Department of Community Affairs (NJ DCA) reserves the right to move funds (including those recaptured from cancellations or closeout balances and program income) between budget/funding categories outlined on page 1 of the Plan based on demand for assistance demonstrated by the number of applications received. The Department may also consider funding additional projects after the September 8th application deadline should additional funds be recaptured or entire allocation not awarded in November.

Objectives

State Conformance to National Objectives

The New Jersey Small Cities Community Development Block Grant (CDBG) program is guided by federal rules and regulations. All projects **must meet** one of the three national program objectives set forth in the Housing and Community Development Act of 1974, as amended:

1. To undertake community development activities that principally benefit persons of low and moderate income;
2. To prevent or eliminate slums and blight;
3. To meet urgent community development needs for which no other resources are available.

The State of New Jersey certifies that at least 70 percent of the annual allocation will be used for activities that benefit persons of low and moderate income. Low and moderate income is defined in the New Jersey Small Cities CDBG Program as the income of “lower income” families as set forth in the Section 8 Assisted Housing Program of the US Department of Housing and Urban Development (US HUD). The US HUD provides applicable standards, and the standards are included in application instructions distributed to all **eligible units of local government** (list attached).

State Program Objectives

- Support housing rehabilitation programs that maintain the supply of safe, decent, and affordable housing.
- Support and encourage efficient patterns of community development, redevelopment, and capital funding by giving priority to proposals that address documented health and safety concerns.
- Encourage innovative proposals that improve housing, and other eligible activities to renew designated revitalization areas.
- Encourage the development of facilities needed to support welfare to work programs such as job training and child and elder care.
- Support and encourage neighborhood revitalization efforts identified in locally developed plans and strategies.
- Improve the availability and adequacy of essential public facilities, and remedy serious deficiencies in areas that principally serve people of low or moderate income.
- Ensure that municipalities have the capacity to implement community development programs and maintain community development improvements.
- To support community development projects of urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and where other financial resources are unavailable.

Distribution of Allocation

Contingent on the US HUD's final approval of the State of New Jersey's Consolidated Plan, the distribution of CDBG funds will be as set forth below.

Administration and Technical Assistance

Administration and Technical Assistance \$ 285,074

The State is permitted to retain an amount equal to 3 percent of the grant award plus \$100,000 to cover costs associated with the State's administration and technical assistance of the CDBG program.

Funds

Public Facilities Fund \$3,864,074

This funding category assists units of local government to construct or improve essential public facilities that will primarily benefit people of low and moderate income. The maximum grant awarded in this category will be \$400,000. However, this maximum may be exceeded if compelling reasons are presented and accepted by the NJ DCA. Estimate 10 awards.

Housing Rehabilitation Fund \$ 1,200,000

This funding category assist units of local government improve the condition of affordable housing within their jurisdiction. County-managed programs may be awarded up to \$400,000. Multi-jurisdictional programs may receive grants of up to \$300,000. Awards to programs serving only one municipality may not exceed \$200,000. This fund is limited to rehabilitate single-family owner-occupied housing. Estimate 6 awards.

Innovative Development Fund \$ 800,000

This funding category assist units of local government to fund new, innovative, and/or timely community development projects that fall outside the traditional funding categories of housing rehabilitation or public facility (improvement) projects. Grants may not exceed \$400,000. Estimate 2 awards

Emergency Housing Repair Fund \$ 20,000

The Emergency Housing Repair Fund has been established to correct emergency conditions in owner-occupied housing where the owner is income-eligible and unable to obtain assistance from any other public or private source. Assistance will be provided on a first-come, first-served basis to the extent funds are available. Only eligible units of local government may apply on behalf of the homeowner.

The maximum grant award in this category will be \$10,000. However, the NJ DCA will consider exceeding this ceiling if the applicant presents a compelling reason. Prospective applicants are required to contact the Small Cities CDBG Program prior to submitting an application for assistance.

Matching Requirements

Units of local government (municipalities/counties) seeking assistance from the Innovative Development Fund, the Public Facilities Fund, and the Housing Rehabilitation Fund are required to commit a percentage of the grant request, based on the applicable Municipal Distress Index ranking (MDI Rank). The matching share is determined as follows:

MDI Rank	Matching Share
1 to 100	10%
101 to 200	15%
201 to 300	20%
301 to 400	30%
401 and above	50%

The MDI Rank for each Small Cities-eligible unit of government is provided in the Appendix (p.16). Where more than one municipality is participating in the proposed project, the matching requirement will be determined by combining the MDI Rank of each participant and dividing by the number of participating municipalities.

Where costs for professional services will be used, identified costs borne by the applicant must be consistent with established NJ DCA standards as set forth in the applicable application guide in SAGE. Applicants to the Innovative Development Fund may request a reduced matching share percentage with justification. **Example:** improvements to not-for-profit facility that provides services to low-income people or special-needs populations. Emergency Housing Repair grants do not require local matching funds.

Number of Applications

Applicants may apply for one (1) Public Facilities grant or one (1) Innovative Development grant per year and one (1) Housing Rehabilitation grant. Each grant application in SAGE is limited to one (1) specific project. The DCA retains discretion to award a single grant per year to each jurisdiction. Units of Local Governments (applicants) are required to attend the mandatory NJ Small Cities Application Workshop to be eligible to apply for funding.

Open Balances of Prior Awards

State CDBG programs are ranked nationally monthly by HUD on expenditure and balance ratios. Since large program balances are detrimental to the State's performance and national rankings, the Department reserves the right not to fund an applicant should a substantial balance exist in prior grant awards at the time of application.

Evaluation Criteria

Community Development and Housing Needs Statement

To be considered for assistance from any Small Cities grant (apart from the Emergency Housing Repair Fund and the 108 Loan Program), an applicant must provide a Community Development and Housing Needs Statement. This statement must include at least three components – community development needs, housing needs, and status of applicable land use plans. The proposed project must address in detail at least one of the areas identified in the Statement of Community Development and Housing Needs to be considered for a grant. Instructions for preparing this document are set forth in the SAGE application guide for each Small Cities Fund.

Public Facilities, Housing Rehabilitation, Innovative Development Funds, and Emergency Housing Repair

All applications are subject to a review process that utilizes the Application Review Form (Attachment A). NJDCA staff will review all applications to determine if threshold requirements are met. **Application must meet minimum threshold requirements to be eligible for funding.**

Innovative Development

This category aids with CDBG eligible activities that meet one of the three national objectives of the program, but do NOT qualify for funding under the other Small Cities categories. Grants may only be awarded to an eligible Unit of Local Government and may not exceed \$400,000 unless compelling reasons for exceeding that amount are set forth by the applicant and accepted by the DCA.

This category is specifically dedicated to fund innovative, small-scale pilot projects under Entrepreneurship (Small Business) Development, Alternative Energy Sources or Energy Conservation or other efforts that provide unique, unmatched benefits to eligible units of local government in New Jersey. Priority consideration will be given to projects that are designed to provide 100 percent benefit to people of low and moderate-income, or create alternative energy sources and encourage energy conservation.

Emergency Housing Repair

Funding to correct emergency conditions in single family owner-occupied housing units may be requested by an eligible local government at any time throughout the funding year. To be eligible, the project must: 1. Meet CDBG income eligibility guidelines; 2. Provide documented needs and costs, and; 3. Certify that other public or private funding sources are not available. The application can be found on the Small Cities website.

Threshold Requirements

- **Attachment A:** Refer to the Threshold Requirements in the Small Cities *Application Review Form* (pages 13-16) and the NJ DCA SAGE Application Instructions for more details.
 - **All Federal Compliance Items:** (submit the following)
 - 1) Resolution for Citizen Participation Plan:
 - a. Display Advertisement
 - b. Cannot reuse a previous notice
 - 2) Resolution for Affirmatively Furthering Fair Housing
 - 3) Grant Management Plan and resolution
 - 4) Environmental Review Record (ERR). One of the following may be submitted:
 - a. A complete draft of the environmental review record (ERR) for the level of review required (completed to the point before publishing a public notice) and include a draft Notice of Intent to Request Release of Funds, (NOI/RROF), or combined notice of Finding of No Significant Impact (FONSI) and NOI/RROF
 - b. The Final or completed ERR must include proof of official public notice, NOI/RROF or combined notice FONSI and NOI/RROF, letters documenting findings, and a Phase I environmental site assessment if required, (Refer to the Small Cities ERR Handbook section on the Program's web page or contact the Small Cities Program for more information)

Note: to meet eligibility the ERR cannot be more than 18 months old unless justification is provided and accepted by the Small Cities Program.

 - 5) Professional Services Agreement drafts specific to the project.
- Note: to meet eligibility procurement must comply with HUD requirements- OMB Circular 2 CFR (Code of Federal Regulations) Part 200, Uniform Administrative Requirements, and NJ Local Public Contracts Law.**
- 6) Third party cooperative agreement draft for ID projects
 - 7) Policies and Procedures Manual for housing programs
 - 8) Matching Funds Certification
 - 9) Municipal/County Resolution to apply and accept grant funds.

All items above, except for the ERR, must be current (no older than 10 months at the time of submittal), specific to the application, complete and executed before submitting the application. Citizen Participation notices from prior applications cannot be reused. Applicants that do not

complete and submit the above items with the application may not be eligible for funding. Please refer to the Program’s web page at <http://www.nj.gov/dca/divisions/dhcr/offices/cdbg.html> for more information.

- **Housing Rehabilitation Applications:** All housing rehabilitation programs are required to establish and maintain a local revolving loan fund and include such provision in an adopted policies and procedures manual. At least 50 percent of the funds provided to homeowners must in the form of a loan to be paid back to provide funding for a local revolving loan program. The Small Cities Program requires a revolving loan balance statement for each application.

Rated Criteria

The **maximum number of points** a Small Cities application can receive is **100**, plus **5 bonus points**.

Applications that meet all threshold requirements will then be scored based upon the following criteria:

- **Municipal Distress:** The relative need of an applicant will be evaluated by using the Statewide Municipal Distress Index (MDI), which appears in the attached table. The indices are used by State agencies in allocating need-based assistance to municipalities. Applicants may receive up to 25 points as follows:

MDI Rank	Score
0 to 100	25 Points
101 to 200	15 Points
201 to 300	10 Points
301 to 400	5 Points
401 and above	0

- **Needs Statement:** Your proposed project must be a specific component of the applicant’s Community Development and Housing Needs Statement. Refer to the Small Cities Application Instructions in SAGE for further guidance. An application can receive a maximum of 25 points for this category.
- **Program Impact:** A public facility project must serve an acceptable critical mass. A public facility application project serving more than 99 low and moderate income people will receive 20 points. An application with a project serving from 30 to 99 low and moderate income people will receive 10 points. Applications with projects that serve a low/moderate population less than 30 people will receive zero (0) points.
- **Balance Ratio:** Applicants will be rated on the remaining balance of grant awards received in a funding category over a three-year period, including all open grants at the time of application. Applicants with ratios of .50 or less will receive 5 points and applicants with ratios above .50 will receive zero points.

- **Readiness to Proceed:** Applicants must demonstrate that they can complete their proposed project within the two-year grant period. The degree to which an applicant is ready to proceed with the proposed project will be evaluated as follows: Housing Rehabilitation - applications that include proof of a municipal property maintenance code and a list of five or more income-eligible households with work write-ups that can go out for proposals will receive 5 points. Public Facilities and Innovative Development - applications that include biddable plans and specifications will receive 10 points.
- **Past Performance:** Past performance will affect an applicant’s overall rated score. A past performance rating of “Good” will indicate that the grantee submits timely reports, spends grant funds on schedule, completes the project within the two-year grant term and has no “administrative findings” during monitoring visits. However, multiple instances of poor performance in managing grants, i.e., where staff concerns were documented because of monitoring visits and failure to adhere to reporting requirements and policies will lower the overall rated score. A documented finding within the past 2 program years will result in score of zero (0).

The NJ DCA reserves the right not to fund an applicant based on the past performance, lack of competency or experience of the management team including the project coordinator, which may be an employee or consultant. Slow progress, multiple and repetitive instances of noncompliance with program requirements will weigh heavily in the decision-making process.

Past Performance Rating	Range of Score Application Review Criteria
Good	4-5 Points
Fair	3 Points
Poor	0-2 Points

- **Address Deficiencies:** Applicants will be rated on how well the proposed project will address a community deficiency, need, or problems. Applicants must submit the audit summary of their most recent audit. Do not submit the entire audit. An audit finding in connection with a prior DCA funded activity may disqualify the application. Applicants will receive up to 5 points.
- **Grant Management:** Applicants will be rated on the evidence submitted that a competent management team or coordinator will implement the project. Applicants will receive up to 5 points.
- **Emergency:** Applicants will be rated on the evidence submitted that the proposed project will address an emergency that threatens the health and safety of the residents. Funding priority may be given. Applicants will receive up to 5 points.

- **Bonus Points:** Applicants can receive bonus points for exceptional applications that demonstrate a unique or exceptional approach to address their community development needs. Bonus points can also be awarded to applications that the review team deems are thorough, complete and well organized. Applicants can receive up to 5 additional points.

Eligible CDBG Activities:

Activities assisted under the Small Cities CDBG Program are limited to the following:

1. Acquisition of real property that is blighted, appropriate for rehabilitation, appropriate for preservation as a historic site, or used for provision of public works or other public purposes.
2. Acquisition, construction, reconstruction, or installation of public works or facilities (except buildings for the general conduct of government) and site and other improvements.
3. Code enforcement in deteriorated or deteriorating areas in which such enforcement may arrest the area's decline.
4. Clearance, demolition, removal, and rehabilitation of buildings.
5. Special projects directed to the removal of architectural barriers that restrict the accessibility of the elderly and handicapped.
6. Payments to housing owners for losses of rental income incurred in holding units for relocated individuals and families displaced by activities under the program.
7. Disposition of real property acquired pursuant to the program.
8. Provision of public services if the local government has not provided such services during the 12-month period immediately preceding implementation of the program.
9. Payment of the non-Federal share required in connection with a Federal grant-in-aid program undertaken as part of this program.
10. Payment of the cost of completing a project funded under Title I of the Housing Act of 1949.
11. Relocation payments for displaced individuals, families, businesses, and organizations because of activities under the program.
12. Activities necessary to develop a comprehensive community development plan and to develop a policy-planning-management capacity to enable the recipient to more effectively administer the program.
13. Payment of reasonable administrative costs.
14. Activities carried out by public or private non-profit organizations including:
 - a. Planning
 - b. Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities (except for buildings for the general conduct of government), site improvements, and utilities and commercial or industrial buildings or structures.
15. Assistance to non-profit organizations serving non-entitlement areas, local development corporations or entities organized under the Small Business Investment Act of 1985 to carry out a neighborhood revitalization or community economic development or energy

conservation projects, including the development of shared housing opportunities for the elderly (other than by construction of new facilities).

16. Activities necessary to the development of a comprehensive community-wide energy-use strategy.
17. Assistance to private, for-profit entities, when the assistance is appropriate to carry out an economic development project.
18. Rehabilitation or development of housing assisted under Section 17 of the United States Housing Act of 1937.
19. Assistance to facilitate the substantial reconstruction of housing owned and occupied by low- and moderate-income persons.
20. Technical assistance to increase the capacity of public or non-profit entities to carry out eligible neighborhood revitalization or economic development activities.
21. Housing services designed to assist homeowners, tenants, and others seeking to participate in eligible housing activities.
22. Assistance to institutions of higher education capable of implementing eligible activities.
23. Assistance to public and private organizations (for-profit as well as non-profit) to facilitate the development, stabilization, and expansion of micro-enterprises.
24. Assistance to facilitate and expand homeownership by subsidizing interest rates, financing acquisition, guaranteeing mortgages, paying up to 50% of down payments, or paying reasonable closing costs for income-eligible people.
25. Activities necessary to repair and operate housing units acquired through tax foreclosure to prevent abandonment and deterioration.

State and Federal Procurement Requirements

Public Facilities and Innovative Development Projects - Grantee must use N.J.S.A. 40A:11-4.1 thru 40A:11-4.5 Competitive contracting (without a bid threshold) when Federal funds are used to pay for engineering and other services including grant management. Cost must be one of the factors used in the evaluation of proposals. Grantee must use public bidding (sealed bids) when Federal funds are used to pay for construction. Procurement of housing rehabilitation contractors must comply with the housing project's policies and procedural manual developed by the applicant and approved by NJDCA. Additional instructions are in the application instructions in SAGE. The above methods of procurement must be used for complying with Federal procurement requirements, if not funds will be reallocated to program development, or withdrawn from the project.

Grant Funds Recaptured and Other Recaptured Funds (Program Income)

CDBG Grants

Recaptured grant funds may be retained by the grantee if they demonstrate, as determined by the Department, that recaptured funds can be distributed in a timely way to carry out the same activity for a specific project in accordance with a reuse plan that has been approved by the State.

The State of New Jersey interprets the phrase “the same eligible activity” to mean that the grantee must use the recaptured funds for the same activity for which it was originally funded, as taken from the list of eligible activities. For example, if the recaptured funds were derived from a loan to a private firm, it must be used again for loans to private firms. This does not mean that the income may only be used for an additional loan to the same firm. Nor can “continuing the activity” be so broadly defined as to mean use for the same general purpose, such as economic development.

The State will consider exceptions to this policy on a case-by-case basis. However, in the event a grantee fails to demonstrate an acceptable reuse of recaptured funds, the State will recapture program funds and distribute such funds in accordance with the provisions set forth in the applicable plan for **Distribution of Allocation**.

Recaptured Funds Statement

A recaptured funds statement **must be** included in the application documenting the balance of all previous grant funds recaptured by applicant as of the date of application. The Department reserves the right not to fund a new project should a substantial balance exist that is not obligated in a funding category.

Applicants are required to submit a summary statement each year on the balance of the revolving loan funds. The funds must be in separate accounts that are based on the original activity of the local program from the Housing Rehabilitation, Innovative Development, and Employment Development funds. Refer to the Small Cities Program Handbook, Grant Management Section, and Revolving Loan Fund Reporting Procedures for further guidance.

Displacement

The Small Cities CDBG Program will seek to minimize involuntary displacement of persons from their neighborhoods and homes and to mitigate the adverse effects of any such displacement on low-and moderate-income persons. The State will require applicants to assess all feasible alternatives to any activity resulting in involuntary displacement.

If involuntary displacement is the only feasible alternative, the State will require that grantees comply with the requirements of the Housing and Community Development Act of 1974, as amended; the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended; and the statutory amendments implementing regulations (CFR Part 24). In addition, the State will require that grantees comply with the requirements of the New Jersey Relocation Assistance Acts (P.L. 1971, c.362 and P.L. 1967, c. 79) and the New Jersey Regulations for Provision of Relocation Assistance (N.J.A.C. 5:40-1 et seq.) where applicable.

Notice of Awards

NJ DCA will announce the 2018 Small Cities CDBG awards on the Department’s website page on or around the last week of November 2017.

Additional Awards

The NJ Small Cities CDBG Program is flexible and may consider funding additional projects throughout the year should funds become available through cancellations or projects that were completed under budget. Applications that were unsuccessful in receiving an award during the November announcements due to the limited resources (funds) may be considered for an award.

The NJ Small Cities CDBG Program may consider offering recent or existing grantees the opportunity to amend their grant agreement/project scope should they experience a subsequent unforeseen disaster (natural or man-made) and have no other means to address the problem. All amended projects must be an eligible CDBG activity, meet the National Objective and be reviewed and approved by NJ DCA.

DRAFT

ATTACHMENT A: SFY 2018 Small Cities CDBG Application Review Form

APPLICANT: _____ \$ _____ requested

Application No. _____

Proposed SC CDBG Project: Public Facilities (PF) Housing Rehabilitation (HR) Innovative Development (ID)

Reviewer: _____ FINAL Score _____

SC CDBG Threshold Requirements	Comments	
Does application meet one (1) of the National Objectives set forth in the Housing and Community Development Act (HCDA), and are the activities permitted by the HCDA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Benefit to Low/Moderate Income People <input type="checkbox"/> Prevention or Elimination of Slums & Blight <input type="checkbox"/> Urgent Need Comment(s): _____
Where Benefit to Low/Moderate Income people is claimed, indicate the source of the claim and whether the claim is Area-Wide or targeted at a Special Population or HR.		<input type="checkbox"/> Census <input type="checkbox"/> Survey <input type="checkbox"/> Housing Rehabilitation <input type="checkbox"/> Area-Wide <input type="checkbox"/> Special Population
Provide total number of person(s) served, and #number of low/moderate (L/M) income person(s) served and the percent (%) L/M.		Total number of people served by project: Population _____ #Number of L/M _____ %Percent L/M _____ Comments: _____
Does application address at least one of the State Program Objectives?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>Refer to the Plan.</small>	Indicate Objective: _____
Does application include a Public Notice (display ad) in compliance with Citizen Participation Requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____
Does application include evidence that required Local Match of grant funds will be met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Source: _____
Does application establish a revolving loan fund, and include provision for same in the HR Policy and Procedures Manual? <i>(HR applications only)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate location/page(s) in HR P&P manual: _____
Does application include evidence that the Compliance Items have been completed? Note: An application may be rejected if applicant failed to complete the required compliance items and failed to establish a revolving loan fund (for HR program only).	<input type="checkbox"/> Yes <input type="checkbox"/> No	Compliance Items: 1 <input type="checkbox"/> Citizen Participation Resolution 2 <input type="checkbox"/> Fair Housing Resolution 3 <input type="checkbox"/> Matching Funds Certification 4 <input type="checkbox"/> Grant Management Plan & Resolution 5 <input type="checkbox"/> Professional Services Agreements (Drafts) 6 <input type="checkbox"/> Complete Draft Environmental Review Record, OR 100 % Complete Final ERR <i>(circle one)</i> 7 <input type="checkbox"/> Policy & Procedure Manual & Resolution (HR) 8 <input type="checkbox"/> Cooperative Agreement (ID Only)
Does application meet ALL SC CDBG Threshold Requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If YES- Continue to next page. If NO- Application is ineligible for funding.</i>

ATTACHMENT A	SFY 2018	SC APPLICATION REVIEW FORM		
SC Application Rated Criteria		Comments	Eligible Score	Review Score
<p>Municipal Distress: What is the applicant's Municipal Distress Index rank (MDI)?</p> <p><i>See MDI Ranking Table on pp. 17-19 of this plan, ACP-SC CDBG Program Section</i></p>	MDI Rank: _____	Score(s) for MDI Rank: 1 to 100 (25 pts), 101-200 (15 pts) 201 to 300 (10 pts) 301 to 400 (5 pts) 401 and above (0 pts)	0 - 25 points	
<p>Needs Statement: Does the proposed project outlined in the application accurately reflect the applicant's Community Development and Housing Needs Statement?</p>		Justification: _____ _____	0 - 25 points max.	
<p>Program Impact: How many L/M income people will benefit?</p> <p>Scoring: 20 points- Greater than 99 L/M people 10 points- 30 to 99 L/M people 0 points - Less than 30 L/M people</p>	<input type="checkbox"/> ≤ 29 <input type="checkbox"/> 30 to 99 <input type="checkbox"/> ≥ 100	<p>JUSTIFICATION/Comments for scores:</p> _____ _____ _____	0 - 20 points max.	
<p>Balance Ratio: Is Applicant's balance ratio equal to or less than .50?</p> <p>The balance ratio is the total of the past three (3) years of an applicant's open balances of SC CDBG grant funds, divided by the past three years of the total SC CDBG grant funds awarded to applicant.</p>	Calculate: $\frac{3\text{yr Balance}}{3\text{yr Total Award Amt.}} = \text{Balance Ratio}$ Ratio Score %: _____	<input type="checkbox"/> Ratio of .50 or less will receive 5 points <input type="checkbox"/> Ratio of .50 or more will receive 0 points 2016 Open Grant Balance: \$ _____ 2016 Total Award Amount: \$ _____ 2015 Open Grant Balance: \$ _____ 2015 Total Award Amount: \$ _____ 2014 Open Grant Balance: \$ _____ 2014 Total Award Amount: \$ _____ TOTAL Three (3) years. Open Grant Balance: Amount \$ _____ TOTAL Three (3) years Total Grant Award: Amount: \$ _____	5 points max.	
<p>Readiness to Proceed: Does the Application claim "Readiness to Proceed"? <i>Reviewer may justify a partial score with written justification</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	1 <input type="checkbox"/> A minimum of five (5) income-eligible housing units to be improved including bid ready work write-ups and resolution for a property maintenance code (HR Only). <i>Note: Existing HR programs with a balance of funds greater than 50 percent will not receive readiness points.</i> 2 <input type="checkbox"/> Bid-Ready (within 45 days) Plans and Specifications (PF & ID Only)	5 points max.	

ATTACHMENT A	SFY 2018	SC APPLICATION REVIEW FORM		
SC Application Rated Criteria	Comments		Eligible Score	Review Score
<p>PAST PERFORMANCE: Check the box that best describes the applicant's past grant management performance. Provide a brief justification for each category. <i>Scoring Criteria: Good = 4-5 points Fair = 3 points Poor = 0 to 2 points</i></p>	<input type="checkbox"/> Good _____ <input type="checkbox"/> Fair _____ <input type="checkbox"/> Poor _____	<p><i>JUSTIFICATION for Past Performance:</i></p> _____ _____ _____	5 points max.	
<p>ADDRESS DEFICIENCIES: How well does this application and proposed project address a community deficiency, need, or problem?</p> <p>----- - Indicate any Applicant Audit findings:</p> <p>This is used for identifying high risk applicants/ grantees, or to disqualify the application. _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No No	<p>----- ----- <i>Dates and description of Audit deficiencies:</i></p> _____ _____	5 points max. ----- No points.	-----
<p>GRANT MANAGEMENT: Does application include evidence that an experienced and competent management team/coordinator will implement the project?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><i>Indicate the Grant Management Consultant/ Manager/ Comments:</i></p> _____ _____	5 points max.	
<p>EMERGENCY: Does the project address an emergency that threatens the health and safety of the residents?</p> <ul style="list-style-type: none"> • Documentation must be provided. • Funding priority may be given for such projects. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><i>Final Comments:</i></p> _____ _____ _____	5 points max.	
<p>Additional Application Considerations</p>	<p align="center">Comments</p>			
<p>Will other funds be leveraged (beyond the required match) if an award is made?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No No	<p>If yes, provide the amount \$ _____ and source: _____.</p>		
<p>For Housing Rehabilitation (HR) Applications, is a "Recaptured Funds Statement" provided?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p>Balance of Recaptured Funds \$ _____ Additional Comments?</p> _____ _____		

ATTACHMENT A	SFY 2018	SC APPLICATION REVIEW FORM		
SUMMARY OF SC-CDBG APPLICATION REVIEW		COMMENTS	Eligible Score	Review Score
BONUS POINTS: Exceptional Application - up to 5 points can be awarded on the merits of the application, the viability of the project and the applicant's ability to complete project in the grant term. Points can be given to projects that use unique solutions to solve problems or address needs. Thorough and well organized applications can receive bonus points.		COMMENTS: _____ _____ _____	Max 5 points	
Based on the threshold requirements and rated criteria, is this an eligible application?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Based on the Threshold Requirements and Rated Criteria, is this Application fundable? Grant Amount Requested: \$ _____ Grant Amount Recommended: \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	REVIEWER'S JUSTIFICATION: _____ _____ _____ _____ _____		
		TOTAL SC CDBG APPLICATION SCORE: <i>Total 100 to 105 points max.</i>	Total Page 14	
Date: _____ —	Reviewer Name: _____		Total Page 15	
			Total Page 16	
			GRAND TOTAL	

Additional Commentary on SC Application, if needed:

2018 NJ Eligible Small Cities Municipalities & Counties

With Municipal Distress Index (MDI) Ranking

(June 1, 2017)

<u>Atlantic County</u>	<u>MDI Rank</u>	<u>Cumberland County</u>	<u>MDI Rank</u>
Egg Harbor City	73	Commercial Township	23
		Deerfield Township	28
<u>Burlington County</u>	<u>MDI Rank</u>	Downe Township	55
Beverly City	36	Fairfield Township	83
Burlington City	101	Greenwich Township	21
Mount Holly	56	Hopewell Township	184
North Hanover Township	209	Lawrence Township	30
Palmyra Borough	109	Maurice River Township	49
Pemberton Borough	63	Shiloh Borough	44
Pemberton Township	76	Stow Creek Township	100
Riverside Township	96	Upper Deerfield Township	80
Wrightstown Borough	114	<u>Hunterdon County</u>	<u>MDI Rank</u>
<u>Camden County</u>	<u>MDI Rank</u>	Alexandria Township	504
Gloucester City	15	Bethlehem Township	500
Pine Valley Borough	473	Bloomsbury Borough	380
Tavistock Borough	557	Califon Borough	484
		Clinton Town	498
		Clinton Township	524
		Delaware Township	479
		East Amwell Township	521
<u>Cape May County</u>	<u>MDI Rank</u>	Flemington Borough	219
Avalon Borough	421	Franklin Township	357
Cape May City	202	Frenchtown Borough	306
Cape May Point Borough	343	Glen Gardner Borough	301
Dennis Township	259	Hampton Borough	233
Lower Township	223	High Bridge Borough	325
Middle Township	144	Holland Township	375
North Wildwood City	170	Kingwood Township	356
Sea Isle City	370	Lambertville City	418
Stone Harbor Borough	455	Lebanon Borough	511
Upper Township	350	Lebanon Township	403
West Cape May Borough	309	Milford Borough	436
West Wildwood Borough	310	Raritan Township	524
Wildwood City	29	Readington Township	515
Wildwood Crest	254	Stockton Borough	458
Woodbine Borough	86	Tewksbury Township	510
		Union Township	541
		West Amwell Township	416

(Continued on next page)

<u>Mercer County</u>	<u>MDI Rank</u>	<u>Sussex County</u>	<u>MDI Rank</u>
East Windsor Township	342	Andover Borough	269
Hightstown Borough	90	Andover Township	302
Hopewell Borough	431	Branchville Borough	334
Hopewell Township	531	Byram Township	437
Lawrence Township	472	Frankford Township	326
Pennington Borough	438	Franklin Borough	158
Princeton	410	Fredon Township	385
Robbinsville Township	556	Green Township	423
West Windsor Township	535	Hamburg Borough	267

<u>Morris County</u>	<u>MDI Rank</u>
Dover Town	27

<u>Salem County</u>	<u>MDI Rank</u>
Alloway Township	347
Carneys Point Township	72
Elmer Borough	118
Elsinboro Township	167
Lower Alloways Creek Twp.	181
Mannington Township	99
Oldmans Township	162
Penns Grove Borough	6
Pennsville Township	215
Pilesgrove Township	304
Pittsgrove Township	169
Quinton Township	58
Salem City	34
Upper Pittsgrove Township	262
Woodstown Borough	69

<u>Somerset County</u>	<u>MDI Rank</u>
Far Hills Borough	534

Hampton Township	409
Hardyston Township	320
Hopatcong Borough	298
Lafayette Township	316
Montague Township	266
Newton Town	110
Ogdensburg Borough	250
Sparta Township	442
Sandyston Township	292
Stanhope Borough	225
Stillwater Township	187
Sussex Borough	57
Vernon Township	369
Walpack Township	195
Wantage Township	311

<u>Warren County</u>	<u>MDI Rank</u>
Allamuchy Township	401
Alpha Borough	125
Belvidere Town	75
Blairstown Township	379
Franklin Township	244
Frelinghuysen Township	389
Greenwich Township	360
Hackettstown Town	153
Hardwick Township	353
Harmony Township	196
Hope Township	235
Independence Township	383
Knowlton Township	210
Liberty Township	303
Lopatcong Borough	287

(Continued on next page)

Warren County - Continued **MDI Rank**

Mansfield Township	242
Oxford Township	87
Phillipsburg Town	24
Pohatcong Township	201
Washington Borough	135
Washington Township	340
White Township	327

Eligible Counties **MDI Rank**

Cape May County	262	excluding Ocean City
Cumberland County	56	excluding Bridgeton, Millville, Vineland
Hunterdon County	427	
Mercer County	373	excluding Ewing, Hamilton, Trenton
Salem County	151	
Sussex County	290	
Warren County	248	

DRAFT