



## **For Immediate Posting**

**March 9, 2016**

# **New Jersey Small Cities Community Development Block Grant**

## **Substantial Amendment to the State's 2016 CDBG Action Plan**

### **Substantial Amendment Notice #1**

*Under the Authority of 24 CFR 91:505, the State of New Jersey is submitting this Substantial Amendment to its the SFY2016 Community Development Block Grant Program Action Plan pertaining to its Program Method of Distribution.*

The New Jersey Department of Community Affairs is soliciting public review and comment to the Draft Substantial Amendment of the 2016 Small Cities CDBG Action Plan. The substantial amendment is a result of a recent storm that has created unforeseen damage to communities resulting in a need to change existing CDBG Grant Agreements for new projects to address storm damage. The U.S. Department of Housing and Urban Development (HUD) authorizes the State of New Jersey to administer CDBG funds. In accordance with the State's Public Participation Plan, the Substantial Amendment must be published for no less than 30 calendar days for public comment before it is submitted to HUD.

#### **Background:**

On January 22 and 23, 2016, Winter Storm Jonas produced prolific amounts of snow in parts of the East, rivaling infamous snowstorms of the recent past. This resulted significant coastal flooding in New Jersey. Record flooding was reported in at least three New Jersey locations (Great Channel at Stone Harbor, Cape May Harbor, Delaware Bay at Cape May). Tides in Cape May County reached a record 9.26 ft (2.82 m), surpassing the previous highest of 8.67 ft (2.64 m) set during Hurricane Sandy in 2012. The flooding caused substantial damage to the public infrastructure to Lower Cape May County and as a result, several municipalities from the region reached out to the State for assistance.

#### **Summary of Substantial Amendment:**

In response to the communities' need for assistance, the New Jersey Department of Community Affairs is submitting a substantial amendment to permit the State's CDBG Program with the flexibility to allow municipalities that

have recently been awarded CDBG public facilities/housing rehabilitation funds to revise their grant/projects to address damages caused by a storm or other unforeseen events. Revised projects need to be a CDBG eligible activity, meet the National Objective of Urgent Need or the Elimination of Slums or Blight and be approved by NJDCA.

This language, which will appear under section "Additional Awards" page 11 on the State's Small Cities CDBG Action Plan, will be applicable to any major storms or occurrences going forward that would require immediate action or response by the grantee. Such revisions will not be subjected to a program-wide competitive process.

**Summary of Citizen Participation Process:**

Substantial amendment #1 is posted on the NJ DCA's Division of Housing and Community Resources' CDBG website under the Small Cities CDBG Program- (<http://www.nj.gov/dca/divisions/dhcr/offices/cdbg.html>) on March 9, 2016. This posting will remain on the CDBG website throughout SFY2016 as CDBG Substantial Amendment Notice #1. The opportunity for public comment on this amendment is provided until April 9, 2016. Any comments should be forwarded to the NJ DCA's Division of Housing and Community Resources' Administrator of the Small Cities CDBG Program, Terence Schrider, at [Terence.Schrider@dca.NJ.gov](mailto:Terence.Schrider@dca.NJ.gov) .

**STATE OF NEW JERSEY**

**2015 Annual Consolidated Plan**

**Small Cities Community Development Block Grant**

**Program Section**

**For**

**State Fiscal Year 2016**

**State of New Jersey**  
**Chris Christie, *Governor***

**Department of Community Affairs**  
**Charles A. Richman, *Commissioner***

**Drafted April 29, 2015**

**Small Cities  
Community Development Block Grant  
Program**

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

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

**TABLE OF CONTENTS**

Summary Information . . . . .	1
2016 Total Allocation (FFY 2015) . . . . .	1
2016 Funds . . . . .	1
Application Submission Schedule . . . . .	1
Objectives . . . . .	2
State Conformance to National Objectives . . . . .	2
State Program Objectives . . . . .	2
Distribution of Allocation . . . . .	3
Administration and Technical Assistance . . . . .	3
Funds . . . . .	3
Emergency Housing Repair . . . . .	3
Innovative Development . . . . .	3
Housing Rehabilitation . . . . .	3
Public Facilities . . . . .	3
Matching Requirements . . . . .	4
Number of Applications . . . . .	4
Open Balances of Prior Awards . . . . .	4
Reallocation of Funds . . . . .	5
Evaluation Criteria . . . . .	5
Community Development and Housing Needs Statement	5
Housing, Public Facilities, Innovative Development Funds , & Emergency Housing Repair .. . . .	5
Innovative Development Funds- additional detail . . . . .	5
Emergency Housing Repair Funds-,additional detail..	5-6
Threshold Requirements . . . . .	6
All Federal Compliance Items. . . . .	6-7
All Housing Rehabilitation Applications . . . . .	7
Rated Criteria . . . . .	7
Municipal Distress . . . . .	7
Readiness to Proceed . . . . .	7
Balance Ratio . . . . .	7
Program Impact . . . . .	7
Past Performance . . . . .	7
Eligible Activities . . . . .	8-9
Grant Funds Recaptured and Other Recaptured Funds . . . . .	10
CDBG Grants . . . . .	10
Recaptured Funds Statement . . . . .	11
Displacement . . . . .	11
Notice of Awards . . . . .	11
Additional Awards . . . . .	11
INDEX:	
Attachment A: Application Review Form . . . . .	12-15
2014 NJ Eligible Small Cities Municipalities and Counties (With Municipal Distress Index (MDI) Ranking) . . . . .	16-18

**Summary Information for State Fiscal Year 2016  
Federal Fiscal Year 2015**

**Community Development Block Grant Program**

<b>SFY 2016/ FFY 2015 Total Allocation:</b>	<b>\$6,090,333</b>
<b>SFY 2016/ FFY 2015 State Administration:</b>	<b>\$ 282,709</b>
<b>SFY 2015 Funds to Award (projected budget):</b>	<b>\$5,807,624</b>
Public Facilities	\$2,937,624
Housing Rehabilitation	\$2,250,000
Innovative Development	\$ 600,000
Emergency Housing Repair	\$ 20,000

**Application Submission Schedule**

Public Facilities Fund	SAGE applications must be submitted no later than Friday, <b>September 11, 2015.</b>
Housing Rehabilitation Fund	SAGE applications must be submitted no later than Friday, <b>September 11, 2015.</b>
Innovative Development Fund	SAGE applications are accepted by Friday, <b>September 11, 2015.</b>
Emergency Housing Repair Fund	Pre-applications accepted throughout the SC Program year, forms are available on the Program website.

**Reallocation of Funds between Budget Categories**

The Department 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.

## 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 project activities **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 particular 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* \$ 282,709

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* \$2,937,624

This funding category is established to assist 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 DCA.

*Housing Rehabilitation Fund* \$ 2,250,000

This funding category will be used for activities that improve the condition of affordable housing in New Jersey. 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. The fund is designed to rehabilitate only single-family owner occupied housing.

*Innovative Development Fund* \$ 600,000

The Small Cities CDBG Innovation Development Fund (IDF) dedicates resources for 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 only be awarded to an eligible Unit of Local Government and may not exceed \$300,000.

*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 DCA will consider exceeding this ceiling if the applicant presents a compelling reason. Prospective applicants are required to contact the Small Cities CDBG Program before submitting a proposal for assistance.



## **Matching Requirements**

Units of local government 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:

<b>MDI Rank</b>	<b>Matching Share</b>
1 to 100	5%
101 to 200	10%
201 to 300	15%
301 to 400	20%
401 and above	25%

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 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. 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.

## **Open Balances of Prior Awards**

State CDBG programs are nationally ranked on a monthly basis by HUD on expenditure and balance ratios. Since large program balances are detrimental to the State rational 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 fund (with the exception of the Emergency Housing Repair Fund and the 108 Loan Program), the 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 (additional detail)***

This category provides assistance for 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 \$300,000 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 (additional detail)***

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* (pgs. 12-15) and the NJ DCA SAGE Application Instructions for more details.
- **All Federal Compliance Items:** (submit the following)
  - 1) Resolution for Citizen Participation Plan
  - 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, and letters documenting findings, 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)
  - 5) Professional Services Agreement drafts specific to the project.  
**Note: to meet eligibility procurement must comply with HUD requirements, OMB Circulars, 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. 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.

- **All Housing Rehabilitation Applications:** Housing programs must establish a 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.

**Rated Criteria**

The maximum number of points a Small Cities application can receive is 100.

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 5 points as follows:

MDI Rank	Score	Application Review Rated Criteria
0 to 100	50 Points	5
101 to 200	40 Points	4
201 to 300	30 Points	3
301 to 400	20 Points	2
401 and above	0 Point	1

- **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 a list of five or more income-eligible households with work write-ups that can go out for proposals will receive 10 points. Public Facilities and Innovative Development - applications that include biddable plans and specifications will receive 10 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 25 points and applicants with ratios above .50 will receive zero points.
- **Program Impact:** A public facility project must serve an acceptable critical mass. A public facility application project serving more than 100 low and moderate income people will receive 15 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.

- **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 concerns and findings were documented as a result of monitoring visits and failure to adhere to reporting requirements and policies will lower the overall rated score.

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

The 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.

- **Statement of Needs:** The 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 15 points for this category.

- **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 as a result 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.

## **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 particular 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.

In the event that 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.).

**Notice of Awards**

DCA will announce the 2016 Small Cities CDBG awards on the Department's website page.

**Additional Awards**

*The NJ Small Cities CDBG Program may consider funding additional projects throughout the year as funds become available through cancellations or projects which were completed under budget. Applications that did not receive an award during this funding cycle because their score fell below the amount of funding available, may be considered for an award.*

*The NJ Small Cities CDBG Program may consider 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 a eligible CDBG activity, meet the National Objective of Urgent Need or the Elimination of Slums or Blight and be consulted by NJDCA.*



# ATTACHMENT A: Small Cities CDBG Application Review Form

Final Plan SFY 2016

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 (01) 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)

<b>Does application meet ALL SC CDBG Threshold Requirements?</b>	<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	FY2016	SC APPLICATION REVIEW FORM		
SC Application Rated Criteria		Comments	Eligible Score	Review Score
What is the applicant's Municipal Distress Index rank (MDI)?  <i>See MDI Ranking Table on p.7 of SC-RFP</i>	MDI Rank:  _____	Score(s) for MDI Rank: 1 to 100 (5pts), 101-200 (4pts) 201 to 300 (3pts) 301 to 400 (2pts) 401 and above (0 pts)	<b>0--5 points</b>	
<b>Statement of Needs:</b> Does the proposed project outlined in the application accurately reflect the applicant's Statement of Needs?		Justification:  _____  _____	<b>15 points max.</b>	
Does the Application claim <b>"Readiness to Proceed"</b> ? <i>Reviewer may justify a partial score with written justification</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	1 <input type="checkbox"/> A minimum of three (03) income-eligible housing units to be improved including bid ready work write-ups and resolution for 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)	<b>10 points max.</b>	
<b>Balance Ratio:</b> Is Applicant's balance ratio equal to or less than .50?  The balance ratio is the total of the past three (3) years of an applicant' open balances of SC CDBG grant funds, divided by the past three years of the total SC CDBG grant funds awarded of the applicant.	Calculate:  $\frac{3\text{yr Balance}}{3\text{yr Total}} = \text{Balance Ratio}$  Ratio Score %:  _____	<input type="checkbox"/> Ratio of .50 or less will receive 25 points <input type="checkbox"/> Ratio of .50 or more will receive 0 points  2015 Open Grant Balance :\$ _____ 2015 Total Award Amount:\$ _____  2014 Open Grant Balance :\$ _____ 2014 Total Award Amount:\$ _____  2013Open Grant Balance :\$ _____ 2013 Total Award Amount:\$ _____  TOTAL Three (3) years. Open Grant Balance : Amount \$ _____ TOTAL Three (3) years Total Grant Award : Amount:\$ _____	<b>25 points max.</b>	
<b>Program Impact:</b> How many L/M income people will benefit?  Scoring: <b>15 points-</b> Greater than 100 L/M people <b>10 points-</b> 30 to 99 L/M people <b>0 points -</b> Less than 29 L/M people	<input type="checkbox"/> 30 to 99 <input type="checkbox"/> ≥ 100	<b>JUSTIFICATION/Comments for scores:</b>  _____ _____ _____	<b>15 points max.</b>	

ATTACHMENT A	FY2016	SC APPLICATION REVIEW FORM		
SC Application Rated Criteria	Comments		Eligible Score	Review Score
<p>DIRECTIONS: Review the next 5 items. 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> <p>1. GRANTEE PAST PERFORMANCE:</p>	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<p><i>JUSTIFICATION for Past Performance:</i></p> <p>_____</p> <p>_____</p> <p>_____</p>	5 points max.	
<p>DEFICIENCIES:</p> <p>2. Indicate any past monitoring visit deficiencies for Applicant:</p> <p>-----</p> <p>3. Indicate any Applicant Audit findings:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No	<p><i>Date(s) &amp; description of Monitoring Visit deficiencies:</i></p> <p>_____</p> <p>_____</p> <p>-----</p> <p><i>Dates and description of Audit deficiencies:</i></p> <p>_____</p> <p>_____</p>	5 points max.  5 points Max.	-----
<p>GRANT MANAGEMENT:</p> <p>4. Does application include evidence that an experienced and competent management team/coordinator will implement the application?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><i>Indicate the Grant Management Consultant/ Manager/ Comments:</i></p> <p>_____</p> <p>_____</p> <p>_____</p>	5 points max.	
<p>GUIDELINES:</p> <p>Was application prepared as per the Guidelines set forth in the SC CDBG RFP? Are there any missing components?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><i>Final Comments:</i></p> <p>_____</p> <p>_____</p> <p>_____</p>	5 points max.	
Additional Application Considerations		Comments		
<p>Will other funds be leveraged (beyond the required match) if an award is made?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> 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 \$ _____</p> <p>Additional Comments?</p> <p>_____</p> <p>_____</p>		

<b>ATTACHMENT A</b>	<b>FY2016</b>	<b>SC APPLICATION REVIEW FORM</b>		
<b>SUMMARY OF SC-CDBG APPLICATION REVIEW</b>		<b>COMMENTS</b>	<b>Eligible Score</b>	<b>Review Score</b>
<b>Reviewer Assessment-</b> can award up to 5 points on the merits of the application, DCA past experience with the applicant, the viability of the project and the applicant's ability to complete project in the grant term.		<i>COMMENTS:</i> _____ _____ _____	<b>5 points max.</b>	
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?  <b>Grant Amount Requested:</b> \$ _____ <b>Grant Amount Recommended:</b> \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>REVIEWER'S JUSTIFICATION:</i> _____ _____ _____ _____ _____		
		<b>TOTAL SC CDBG APPLICATION SCORE:</b> <i>Total 100 points max.</i>	Total this page- 15	
<b>Date:</b>  _____	<b>Reviewer Name:</b>  _____		Total p. 13	
			Total p. 14	
			<b>GRAND TOTAL</b>	

*Additional Commentary on SC Application, if needed:*

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**2016 NJ Eligible Small Cities Municipalities & Counties**  
With Municipal Distress Index (MDI) Ranking  
(April 29, 2015)

**Atlantic County**                      **MDI Rank**

Egg Harbor City	73
Hammonton Town	124

**Burlington County**                      **MDI Rank**

Beverly City	36
Burlington City	101
Mount Holly	56
North Hanover Township	209
Palmyra Borough	109
Pemberton Borough	63
Pemberton Township	76
Riverside Township	96
Wrightstown Borough	114

**Camden County**                      **MDI Rank**

Gloucester City	15
Pine Valley Borough	473
Tavistock Borough	557

**Cape May County**                      **MDI Rank**

Avalon Borough	421
Cape May City	202
Cape May Point Borough	343
Dennis Township	259
Lower Township	223
Middle Township	144
North Wildwood City	170
Sea Isle City	370
Stone Harbor Borough	455
Upper Township	350
West Cape May Borough	309
West Wildwood Borough	310
Wildwood City	29
Wildwood Crest	254
Woodbine Borough	86

**Cumberland County****MDI Rank**

Commercial Township	23
Deerfield Township	28
Downe Township	55
Fairfield Township	83
Greenwich Township	21
Hopewell Township	184
Lawrence Township	30
Maurice River Township	49
Shiloh Borough	44
Stow Creek Township	100
Upper Deerfield Township	80

**Hunterdon County****MDI Rank**

Alexandria Township	504
Bethlehem Township	500
Bloomsbury Borough	380
Califon Borough	484
Clinton Town	498
Clinton Township	524
Delaware Township	479
East Amwell Township	521
Flemington Borough	219
Franklin Township	357
Frenchtown Borough	306
Glen Gardner Borough	301
Hampton Borough	233
High Bridge Borough	325
Holland Township	375
Kingwood Township	356
Lambertville City	418
Lebanon Borough	511
Lebanon Township	403
Milford Borough	436
Raritan Township	524
Readington Township	515
Stockton Borough	458
Tewksbury Township	510
Union Township	541
West Amwell Township	416

**Mercer County****MDI Rank**

East Windsor Township	342
Hightstown Borough	90
Hopewell Borough	431
Hopewell Township	531
Lawrence Township	472
Pennington Borough	438
Princeton	410
Robbinsville Township	556
West Windsor Township	535

**Morris County****MDI Rank**

Dover Town	27
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**Salem County****MDI Rank**

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

**Somerset County****MDI Rank**

Far Hills Borough	534
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**Sussex County****MDI Rank**

Andover Borough	269
Andover Township	302
Branchville Borough	334
Byram Township	437
Frankford Township	326
Franklin Borough	158
Fredon Township	385
Green Township	423
Hamburg Borough	267
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

**Warren County****MDI Rank**

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

**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	