

# NJ DEPARTMENT OF COMMUNITY AFFAIRS OFFICE OF LOCAL PLANNING SERVICES

## STATEWIDE AND REGIONAL PLANNING ASSISTANCE GRANT PROGRAM

State of New Jersey

Chris Christie, Governor

Kim Guadagno, Lt. Governor

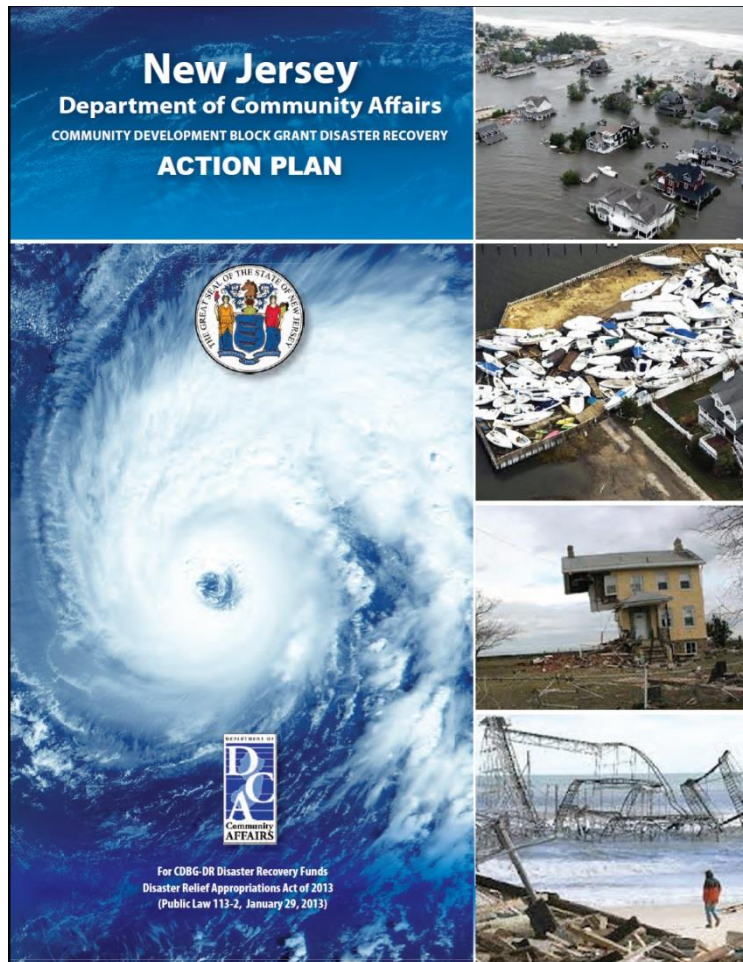
Department of Community Affairs

Charles A. Richman, Commissioner



# NJ DCA Action Plan

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## Time Line

- October 29, 2012 - Super Storm Sandy hits NJ
- January 29, 2013 - Disaster Relief Appropriations Act of 2013 enacted
- HUD approves \$5,400,000,000 for New Jersey
- DCA designated as the Responsible Entity
- March 27, 2013 - Action Plan submitted to HUD
- April 29, 2013 - Action Plan approved by HUD
- 17 Action Plan Amendments to date

# NJ Action Plan Amendment No. 7, Section 3.7.1

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## New Jersey Department of Community Affairs

SUPERSTORM SANDY COMMUNITY DEVELOPMENT  
BLOCK GRANT - DISASTER RECOVERY

Public Law 113-2; January 29, 2013  
FR-5696-N-01; March 5, 2013  
FR-5696-N-06; November 18, 2013



### ACTION PLAN AMENDMENT NUMBER 7 SUBSTANTIAL AMENDMENT FOR THE SECOND ALLOCATION OF CDBG-DR FUNDS

PUBLIC COMMENT PERIOD: February 3, 2014 - March 5, 2014  
DATE SUBMITTED TO HUD: March 25, 2014  
DATE APPROVED BY HUD: May 30, 2014

Chris Christie  
Governor

Kim Guadagno  
Lt. Governor

Richard E. Constabla, III  
Commissioner



101 South Broad Street, P.O. Box 800  
Trenton, NJ 08625-0800

*“In addition to the Post Sandy Planning Assistance Grant Program (PSPAGP), the State has identified other statewide and regional planning needs relating to the recovery, including: (i) mapping of critical infrastructure; and (ii) flood risk reduction initiatives. Second tranche CDBG-DR funds dedicated to planning also will be used for these and similar types of statewide and regional planning initiatives.”*

# Program Overview

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## **Statewide and Regional Planning Assistance Grant Program (SRPAGP)**

- Will support applied research initiatives and land use modeling efforts directed at reducing the risks, and recovering from the impacts, of natural disasters, and
- Which advance *statewide and regional* resiliency planning;
- Is intended to increase engagement and collaboration at a regional level, and
- Will be administered by the Office of Local Planning Services (LPS) in the New Jersey Department of Community Affairs (NJDCA).

# Grant Description

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- LPS will consider proposals that:
  - ▣ Describe research projects whose results or products can be applied to pre-disaster planning and recovery-related actions that have the potential to benefit a defined region, regions or the entire state;
  - ▣ Address resiliency from any aspect: social, economic, environmental and/or infrastructure resiliency;
  - ▣ Show strong potential for a demonstrable impact on public decision making, recovery and long-term resilience.
- The methodology used must be replicable statewide or within the defined region.

## Grant Description (cont'd.)

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- Grant Funding Available: \$1.2 million
- All awards made through the Program will be subject to the CDBG-DR regulations and the New Jersey DCA CDBG-DR Action Plan, as approved by the U.S. Department of Housing and Urban Development; and
- Projects must be completed and all deliverables received by the Office of Local Planning Services by **May 31, 2017**.

# Eligibility Requirements

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- Nonprofit organizations, universities, or colleges in need of grant funding for planning support are eligible for the Program.
- Participation in a mandatory information session by webinar on **October 13, 2015 at 10:00 – 11:00 AM;**
- A narrative demonstrating the applicant's capacity to complete the proposed project. List key in-house personnel and key outside consulting support necessary for the project.
- Submission of a Duplication of Benefits affidavit form; and
- Submission of a Debarment and Suspension Certification form.

# Grant Application Submittal Requirements

Applicants must provide LPS with a detailed proposal that includes, at minimum, the following:

- Narrative discussion that substantiates the need for the project **(0-10 Points)**;
- A scope of work **(0-10 Points)**;
- Justification for the selection of the proposed project region **(0-10 points)**;
- Description of the expected benefits of the proposed grant activity **(0-10 points)**;
- Description of the methodology's **(0-10 points)**;
- Demonstration that the research is ready to be applied **(0-10 points)**;



# Grant Application Submittal Requirements (cont'd.)

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- Demonstration of the potential of the project to advance long-term resiliency **(0-10 points)**;
  - ▣ preferably through a multimedia presentation or presentation with discussion and visualized potential outcomes
- Identification of current or future funding sources that have been/will be utilized **(0-5 points)**;
- Budget itemized by task **(0-10 points)**;
- A project timeline itemized by task, including project milestones and benchmarks **(0-5 points)**; and
- A letter of interest from participating governmental unit(s) **(0-10 points)**.

# Deadline for Submission

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- The complete application must be submitted electronically to [Carmen.Valentin@dca.nj.gov](mailto:Carmen.Valentin@dca.nj.gov) and [Nicholas.Nassiff@dca.nj.gov](mailto:Nicholas.Nassiff@dca.nj.gov) by **4:00 P.M. EST on November 20, 2015**, in order to be eligible for consideration.
- Send five (5) hard copies of the complete application and all of the required documentation postmarked by **November 20, 2015** to:

Attn: Nicolas Nassiff

New Jersey Department of Community Affairs

Office of Local Planning Services

P.O. Box 813

Trenton, NJ 08625-0813

# Deadline for Submission (cont'd.)

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- LPS will send the applicant a notice of receipt by email. An applicant who submits **an incomplete application will be deemed ineligible**.
- Problems with electronic submission of the application should be directed to Carmen Valentin at (609)633-6877 or Nicholas Nassiff at (609)633-0597.

## Inquiries

- All inquiries must be made via e-mail to both [Carmen.Valentin@dca.nj.gov](mailto:Carmen.Valentin@dca.nj.gov) and [Nicholas.Nassiff@dca.nj.gov](mailto:Nicholas.Nassiff@dca.nj.gov) by **November 18, 2015**. Inquiries and responses as well as the published Notice of Fund Availability, guidelines and required documents will be posted at: <http://www.nj.gov/dca/services/lps/SRPAGP.html>

# Applicant Selection Process

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- A review panel consisting of LPS staff will review and evaluate the applications utilizing the indicated point scoring system;
- Applications will be ranked according to the total points awarded for each proposal requirement;
- The applicants with the three highest scores will be called for an interview; and
- The applicant(s) receiving the highest combined scores for the application and interview will receive grant funding.  
Applicant(s) will be notified of award on **December 11, 2015.**

# Program Deliverables

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- A report or planning document that:
  - Describes the project methodology;
  - Describes the project outcomes; and
  - Provides conclusions, recommendations and strategies on how the project results can be used in the project area.
- Digital and editable copies of all maps, figures, and datasets used for the project.\*
- Projects must be completed and all deliverables received by LPS **no later than May 31, 2017.**

\* All data, information, and deliverables for the project will become property of the New Jersey Department of Community Affairs.

# Program Management

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- The selected candidate must sign a Subrecipient Agreement with DCA prior to any work commencing;
- State of New Jersey developed the Sandy Integrated Recovery Operations and Management System (SIROMS) for electronic management of the grant; and
  - ▣ SIROMS will be utilized for all aspects of grant administration (i.e., monthly reporting, reimbursement requests, etc.).

# Monitoring and Compliance: Monthly Reporting

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- LPS will monitor progress toward the completion of the scope of work within the timeline and budget agreed to by the Subrecipient and NJDCA;
- Subrecipient must submit monthly progress reports to LPS, through SIROMS;
- Reports are due by the 14th of the month following the report period; and
- Failure to submit monthly reports and/or other documents as required by the agreement may result in a suspension of the grant and the return of all grant funds provided through this program.





# Monitoring and Compliance: Recordkeeping, Audits & Inspections

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## **RECORDKEEPING**

- The Subrecipient is required to maintain electronic and hard copies of all documents related to the Grant Program.

## **AUDITS and INSPECTIONS**

- 2014 and 2015 Annual Audit Report; and
- NJDCA, the State Comptroller, HUD, Office of Inspector General, HUD monitors, and auditors contracted by any of them, have the option of auditing all records and accounts of Subrecipient and/or its Consultants that relate to this project at any time during normal business hours, as often as deemed necessary, with reasonable advance notice.

# Requests for Reimbursement

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- The Subrecipient must submit the Request for Reimbursement Form.  
Reimbursement requests **must include**:
  - All invoices
  - Timesheets and Receipts for all allowable costs, i.e. the expenditure:
    - Must be necessary, reasonable, and directly related to the grant;
    - Has been authorized by DCA and is not prohibited under Federal, state or local laws or regulations;
    - Is consistently treated in calculating costs as for its non-Federally assisted activities;
    - Must be allocable to the CDBG-DR program; and
    - Is net of all applicable credits.
- A maximum of 6 reimbursement requests for the duration of the grant are allowed; and
- All deliverables must be submitted and approved by LPS before the final request for reimbursement can be paid.

# Request for Reimbursement Form

**New Jersey Department of Community Affairs  
Office of Local Planning Services  
STATEWIDE AND REGIONAL PLANNING GRANT PROGRAM  
Request for Reimbursement**

This form must be filled out and signed by the authorized agent for the Subrecipient. Every Request for Reimbursement must be accompanied by invoices that include a description of the work completed as of the date of the invoice, with labor rates per person by task; timesheets signed by the employee's supervisor; and receipts for direct expenses such as copying costs, eligible equipment costs, and travel.

Date Submitted:

SubRecipient:

Fed. ID #:  DUNS #:

Street Address:

City:

County:

Zip:  State:

**Authorized Agent (signer)**

Name:

Title:

Business Phone:  -

Email Address:

Name of Project:	Draw Request							
	Invoice Number	Amount Requested	1st	2nd	3rd	4th	5th	6th
Grant Agreement #:								

**Please answer the following questions:**

1) Are you submitting the final deliverable with this request?  
 Yes   
 No

2) Are you requesting reimbursement for salaries and professional services?  
 Yes  Attach invoices showing labor costs per person, rate per hour and number of hours per task; and timesheets for the employees. Timesheets must be approved by the employee's supervisor or project manager.  
 No

3) Are you requesting reimbursement for software?  
 Yes  Attach receipt and justification.  
 No

4) Are you requesting reimbursement for a data purchase?  
 Yes  Attach receipt and justification.  
 No

5) Are you requesting reimbursement for maps and studies?  
 Yes  Attach receipt and justification.  
 No

6) Are you requesting reimbursement for equipment?  
 Yes  Attach receipt and justification.  
 No

7) Are you requesting reimbursement for travel?  
 Yes  Attach receipt and justification.  
 No

8) Are you requesting reimbursement for reproduction/printing costs?  
 Yes  Attach receipt and justification.  
 No

**Certification Statement**

This is to certify that, to the best of our knowledge and belief, the data furnished on this form are accurate, complete and current. We further understand that any fraudulent information contained on this form will result in the termination of benefits provided under this program.

Prepared by: \_\_\_\_\_

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Print Title \_\_\_\_\_

# Program Contact Information

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For questions about the application process, invoicing, reimbursements, monthly progress reports, & grants administration, contact:

Carmen Valentin, Grants Administrator

[Carmen.Valentin@dca.nj.gov](mailto:Carmen.Valentin@dca.nj.gov)

(609) 633-6877

For questions related to planning, the content of the documents required to qualify for grant funding, & the application process, contact:

Nicholas Nassiff, PP/AICP

[Nicholas.Nassiff@dca.nj.gov](mailto:Nicholas.Nassiff@dca.nj.gov)

(609) 633-0597

For questions about the procurement and legal requirements related to SRPAGP, contact:

Gina Fischetti, Esq., PP/AICP

[Gina.Fischetti@dca.nj.gov](mailto:Gina.Fischetti@dca.nj.gov)

(609) 633-6186

# Important Program Dates

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- October 5, 2015 - NOFA/Program Application release
- October 13, 2015 - Program Informational Webinar
- November 18, 2015 – Last day for submission of inquiries
- November 20, 2015 – Deadline for submission of proposal to LPS
- Week of December 7, 2015 – Conduct interviews
- December 11, 2015 – Date the candidates selected will be notified

# Questions?

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**Program Guidelines, NOFA and required documents are accessible at:**

<http://www.nj.gov/dca/services/lps/SRPAGP.html>