

**APPLICATIONS BEING ACCEPTED FOR CAPITAL IMPROVEMENTS FOR
PUBLIC FACILITIES UNDER NON-PROFIT AGENCIES ONLY**

GENERAL INFORMATION

1. Each applicant may submit only one (1) project for consideration.
2. The application submittal **DEADLINE** is **Monday, October 3, 2022**. This submittal date is mandatory for all those wishing to have proposals considered for the FY-2023 grant funding. Applications submitted after 5:00 p.m. on Monday, October 3, 2022 will not be considered by the Community Development Committee (also referred to in this document as “the Committee”).
3. The exact number of projects funded will depend on the size, scope, feasibility and quality of the projects submitted for review and the amount of funding available.
4. No costs associated with the preparation of this application will be paid for by the City of Asbury Park Office of Community Development-CDBG.
5. Only architectural/engineering inspection fees will be eligible costs for construction grants. All other engineering/architectural fees must be assumed by the applicant.
6. All applicants must contact the Office of Community Development no later than **Monday, October 3, 2022** to discuss the eligibility of proposed projects. Applicants should be aware that any application not in compliance with the Application Eligibility Rules or CDBG regulations will not be presented to the committee for consideration.
7. Please submit one (1) original by mail and email one (1) digital submission of the completed application to Cassandra.dickerson@cityofasburypark.com. In addition, please submit (1) hard copy and (1) digital copy of all maps, photographs, etc.

GENERAL CONDITIONS

The following conditions will apply to any project granted Community Development Block Grant funding:

1. The City of Asbury Park reserves the right, without limitation, to reject any and all applications for assistance and to select for consideration and/or assistance those projects deemed to be in the best interest of the City.
2. Any grant recommended by the Community Development Committee is subject to approval by the Mayor & City Council and the approval and release of funds by the U.S. Department of Housing and Urban Development. Release of payments will be subject to documenting compliance with all requirements listed in the Project Agreement to be executed with the City.
3. Implementation of any project funded in full or in part with CDBG funds may not proceed without full execution of a Project Agreement with the City and issuance of a Clearance Notification by the City.
4. The City of Asbury Park will not be responsible for any project costs incurred prior to the full execution of a Project Agreement and issuance of a Clearance Notification by the City, unless specifically authorized and noted in the executed Project Agreement.
5. Projects selected for funding will be required to provide the Office of Community Development with full engineering and/or architectural plans, corresponding written construction specifications, and draft contract documents within 90 days of notification that the project will be included in the City's Annual Plan submission to HUD (hereinafter "grant award").
6. Projects selected for funding must submit copies of all applications for state permits, including but not limited to, stream encroachment, wetlands, state historic review, CAFRA, etc., to the Office of Community Development within 90 days of notification of grant award. Failure to apply for or obtain permits within the established time line may result in a loss of funding/cancellation of the grant.
7. Note, before the project may begin, plans and other items may require further review. Applicants will be required to submit proof of any required City and/or municipal

approvals, including but not limited to municipal planning approval, zoning approval, or capital project review. Failure to obtain permits and approvals within the established timeline as expressed in the Project Agreement may result in a loss of funding.

8. The Office of Community Development must approve all solicitations for bids and/or contractor(s) prior to the execution of any contract to be funded in full or in part with allocated CDBG funds. No project may be advertised for bidding before the items required in Conditions #5, #6, and #7 (above) are reviewed by the Office of Community Development and deemed acceptable in writing. Failure to obtain prior authorization of bidding or contracting may result in the loss of CDBG funding.

APPLICATION ELIGIBILITY RULES:

All applications must comply with the following Application Eligibility Rules adopted by the Community Development Committee to be considered for funding:

1. Completed applications must be submitted by Monday, October 3, 2022.
2. Applicants may submit-an-application for only one project in any funding cycle.
3. All proposed projects or activities must meet eligible activity guidelines as prescribed by the U.S. Department of Housing and Urban Development (HUD) regulations.
4. All previously funded rehabilitation projects must be complete in order for the application to be eligible for funding. This means that all CDBG funds must be expended and/or all vouchers submitted with supporting documentation by **5:00 PM on Monday, October 3, 2022**. Applicants not in compliance with this rule will not be permitted to submit-an-application for the committee's review. Any remaining funds must be identified, in writing, as available for reprogramming. This does not include requests for additional funding to complete a project.
5. The proposed project or activity should be able to be completed within 12 months of the date of City's clearance. This time line is inclusive of obtaining any required environmental permits and/or historical clearances required to undertake the project.

ELIGIBLE ACTIVITIES:

CDBG funds may only be used for activities that meet HUD regulations and serve an eligible population as described at the 24 CFR. In order to be eligible, the activity must meet one of the following National Objectives, as described by HUD:

- Benefit to low-and moderate-income (LMI) persons; ○ LMA: the area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area.
- LMC: activities in this category provide benefits to a specific group of persons rather than everyone in an area. It may benefit particular persons without regard to their residence, or it may be an activity that provides a benefit to only particular persons within a specific area. Clients are qualified based on individual/family income for direct client services or through an assumption of eligibility based on demographic characteristics such as elderly (for senior center improvements) or persons with disabilities (ADA improvements to facilities open to the general public).
- Aid in the prevention or elimination of slums or blight; ○ This category covers activities that aid in the prevention or elimination of slums or blight in a designated area.
- Meet a need having a particular urgency (referred to as urgent need) ○ Use of the urgent need national objective category is rare. It is designed only for activities that alleviate emergency conditions.

Applicants whose activities meet one of the above National Objectives and serve a HUD-eligible population may wish to consider projects in the category outlined below:

1. PUBLIC FACILITIES AND IMPROVEMENTS

Reconstruction, rehabilitation, or installation of public facilities and improvements carried out by the recipient or other public nonprofit entities.

NOTE: Facilities designed for use in providing shelter for persons having special needs are considered public facilities and not subject to the prohibition of new housing construction. Such facilities include shelters for the homeless; convalescent homes; hospitals; nursing homes; battered spouse shelters.

REQUIRED ITEMS TO FACILITATE ENVIRONMENTAL REVIEW

The environmental review process is conducted in-house at the Office of Community Development. Along with your application, please submit three sets of color images as per your project's scope of work:

General Description of Attachment Requirements:

1. **Census Maps:** Please check the link below to determine if your project is located within an income eligible area.

<https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd>

This site determines the census tract and block group associated with a potential project address. The attached spreadsheet lists all income eligible block groups within the Monmouth County consortium.

2. **Color Photos Required:** To facilitate the environmental review process for funded projects, applicants should submit color photos of the proposed project location.

3. **Color and Size Limitations for Committee Materials:** While color photos are required for staff review purposes. Additionally, any materials to be reproduced for the Committee must not be larger than 8-1/2 X 11.

4. **Upon submission of your application and all attachments, we kindly request that you use paperclips to secure all pertinent documents in lieu of staples.**

Public Facility Improvements:

1. Street level pictures that show the sides of the structure that will be replaced, repaired, and renovated.

2. Additional photos include anything that is to be replaced e.g. sidewalks and curbs.

Handicap Accessibility Improvements:

1. **Exterior work:** (e.g. ramps) Include photos of areas where work will occur and manufacturer's cut sheets that show illustrations of the products and information on the materials being used.
2. **Interior work:** For example: installation of an elevator, manufacturer's cut sheets. For modifying a bathroom to make it handicapped accessible, include photos of the bathroom as it currently exists.
3. **Historic Structures:** Include interior and exterior photos of work areas and manufacturer's cut sheets.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORMS:

Application Information

List the name of applicant and project title. Consider both the preferred level of funding and the minimum amount you could accept and still complete the project. Under project contact, provide the name, address, e-mail, and phone number of the person who should be contacted to schedule the committee presentation and answer questions about the project and application.

Project Summary

Give a brief description of the overall project. Please keep this description to 500 words or less, giving the concise scope and the objectives of the project.

Project Description

This answer should give a more detailed description of the proposed project. In this section, the applicant should indicate how the project benefits CDBG funding eligible as defined by HUD. The following are categorized as “eligible” populations under HUD regulations.

Project Address and Site Information

Specify street names, block and lot numbers, and origin and terminus of streets. You must include 2 copies of a map (Hagstrom, topographic, or other), on which you clearly delineate the exact area of the project.

Improvements

List the improvements to be accomplished with CDBG funds. Use quantifiable amounts. For example, if the project involves installation of curbing, determine how many linear feet of curbing can be installed with the grant amount requested. Indicate all unit prices used to determine this figure. Applications for design or planning activities must be accompanied by proposals from three architectural/engineering/planning firms.

Environmental Conditions

If the answer to any of the questions listed in this section is “yes”, please provide a brief explanation.

Facility Type
Self-explanatory

Installations and Improvements

Please indicate which type(s) of facilities will be replaced, installed or upgraded with Community Development Block Grant funds. Also indicate who will be responsible for maintaining the facilities after the project is completed.

State and Regional Permits and Certifications

Please indicate whether or not the project will require any of the permits/certificates listed.

Construction Schedule

The following are mandated timelines for the completion of CDBG funded projects, as required by the Monmouth County Office of Community Development.

For Design Projects:

1. Thirty (30) days from the date of County clearance to engage a consultant.
2. Two (2) months (60 days) from the date of County clearance to begin design of the project.
3. Twelve (12) months from the date of County clearance to complete the design and the total expenditure of all grant funds.

For Construction Projects:

1. One (1) month (30 days) from the date of County clearance to advertise for receipt of bids.
2. Two (2) months (60 days) from the date of County clearance to submit bid results for CD approval.
3. Twelve (12) months from the date of County clearance to complete the construction and the total expenditure of all grant funds.
4. Three (3) months (90 days) to begin construction of the project.

Non-CDBG Funding Resources

Enter the estimated amount of any non-CDBG contributions to this project (including municipal in-kind). Specify the source of the funding (i.e. Green Trust, Department of Transportation, etc.) for each category. If none, please indicate.

Indicate "yes" in the commitment column only if a written commitment has been received. A copy of the written commitment/or letter of intent must be attached. If you currently have an application pending but have not yet received notification of funding, indicate no.

Current CDBG Projects

List all projects with outstanding CDBG balances and their status.

CDBG Funding History

Self-explanatory

NOTE: FAILURE TO ADHERE TO THIS TIMELINE COULD RESULT IN REALLOCATION OR LOSS OF GRANT FUNDS.

