

**COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG)**

**APPLICATION
INSTRUCTIONS**



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PROJECT APPLICATION REQUIREMENTS

A project will be deemed **eligible** if each federal requirement is addressed and the application is complete, in accordance, with the CDBG project application instructions.

1. Two (2) mandatory public hearings held by each municipality.

First Public Hearing: To provide citizens and agencies/organizations of the community sufficient time for input as to the housing and community development needs of your community and the opportunity to obtain a project application.

Second Public Hearing: To provide the citizens and non-profit/for-profit organizations of the community the opportunity to comment on each proposed application, the prioritization of each application, and the selection of the proposed application.

2. Each proposed CDBG project **must** address:
 - a. One objective in the [Ocean County CDBG Three-Year Priority Needs and Objectives](#)
 - b. One of the national objectives in [Title 24 - CFR 570 Subpart C \(See IDIS Matrix Codes\)](#)
 - c. Be an eligible activity in [Title 24 - CFR 570 Subpart C \(See IDIS Matrix Codes\)](#)
3. **Each non-profit and for-profit agency must submit its application to the governing body of the municipality in which the organization/facility is located.** The local governing body must review and consider the application in its priority ranking. (**EXCEPTION:** Toms River, Lakewood, Brick, and Jackson based non-profit agencies)
4. The governing body must approve all applications selected for funding consideration. **The application must have a resolution attached.**
5. Each participating municipality may submit **one (1) project application** that the local governing body must approve.
6. Please direct application questions to the Department of Planning at (732) 929-2054.
7. Each CDBG Project Application **must** be delivered to:

Ocean County Department of Planning
129 Hooper Avenue - First Floor
P.O. Box 2191
Toms River, New Jersey 08754-2191



PROJECT APPLICATION INSTRUCTIONS

GENERAL

Applicant

Enter the contact information of the municipality or agency/organization. Please provide the name of the contact person, who will be responsible for the grant activity.

The [Requirements for Public Sector Organizations Checklist](#) indicates the supporting documentation that must be submitted with application.

Project Funding

Indicate the total CDBG funds being requested for consideration.

Please indicate other funding sources, in addition to previous CDBG grant allocations (if applicable), in the spaces provided.

Project Information

Please provide the project specifics requested, including the location and project schedule. If applicable, provide information concerning Housing/Land Acquisition projects.

Completion Checklist

Please complete this section when all requested information is filled-in and/or attached to this application.

Certification

The Mayor must sign the municipal application. If another municipal official is designated to sign the application, a resolution will be required indicating which official will be responsible for the application certification. If an official other than the Mayor signs the Municipal application, the application will not be accepted unless accompanied by a resolution.

The Executive Director, Chairman of the Board, or President, must sign Public Service Group and Non-Profit Organization applications as applicable.

Project Description

Please provide a detailed description of the project. If needed, provide an attachment and notate it in this section's area.

Applicant Profile

A brief description about the applicant applying for the CDBG grant, as well as, the impact CDBG funding will have on your municipality/agency.

BUDGET

Cost Estimates

Please provide a detailed budget break down, including all additional funds that will be used for the project. A cost estimate from an architect or engineer is required.

Leverage of Funds

Please indicate funding sources other than potential CDBG grant funds. It is important that all columns are filled out.

Timeliness – previous CDBG grant applications

Please indicate the status of prior funded projects, including expenditure rate, contract status, and project status.

PERFORMANCE OUTCOME MEASUREMENT

Program Goal(s)

Provide a narrative explaining the project's impact to the community (clientele).

Performance Objectives and Outcomes

Check one (1) box in the Objectives section and in the Outcomes section.

ELIGIBILITY

Certification of Eligibility

To the best of your ability, estimate the number of people (low-to-moderate income) that will benefit from the project. If applicable, provide the data source used to provide estimation.

Eligibility Verification

Please use [Title 24 - CFR 570 Subpart C \(See IDIS Matrix Codes\)](#) to identify the CDBG Eligibility Activity and National Objectives that pertain to the application.

Generally, municipal funded projects will use the Public Facilities and Improvements category ([Federal Regulation 570.201\(c\)](#)) and public service/non-profit funded projects will use the Public Service category ([Federal Regulation 570.201 \(e\)](#)).

An additional rule of thumb is that a project when in a Designated Target Neighborhood (DTN), an area benefit (*i.e.* [Low/Mod Income Area Benefit \(LMA\)](#)) of the National Objectives Codes applies. A different condition applies to public service/non-profit funded projects. These types of projects will apply the Limited Clientele (*i.e.* [Low/Mod Limited Clientele \(LMC\)](#)) National Objectives Codes.

Again, please use [Title 24 - CFR 570 Subpart C \(See IDIS Matrix Codes\)](#) to provide the following eligibility verification:

1. HUD Matrix Code
2. Federal Regulation
3. Eligible Activity
4. National Objective Code
5. Entitlement
6. Statute
7. Designated Target Neighborhood (DTN)
 - a. *DTN Application and Maps*
 - i. <http://www.planning.co.ocean.nj.us/cdbg/app.htm>
 - b. *Census Tract, Block Group, Low-to-Moderate Income %*

National Objective Goals

Check the box applicable to the project. Most projects will be under the 51% Low-to-Moderate Income people.

CDBG Three-Year Objectives

Please use [Ocean County CDBG Three-Year Priority Needs and Objectives](#) and select the objective that describes the impact of the project.

Presumed Benefits

If applicable, please check the presumed benefit that applies to the project. Additionally, provide a narrative explaining the presumed benefit. An example follows:

“Handicapped Accessibility Project. The installation of handicapped accessible ramps will provide accessibility to resident handicapped in our municipality.”

Municipal Requirements

Please provide the date of the two (2) public hearings and check the appropriate statement (s) box. **Reminder: Both meeting must be held prior to submitting application.**

ADDITIONAL GOVERNMENT REQUIREMENTS

Please respond to each question. If necessary, provide additional documentation.

FEDERAL ENVIRONMENTAL REVIEW RECORD

Each subrecipient must complete the Federal Environmental Regulation Review Record. **Please use [Title 24 - CFR 58 Environmental Review Procedures](#) to provide the following environmental review:**

I. EXEMPT ACTIVITY (OR CONTINUED RELEVANCE) (24 CFR 58.34)

- A. If a project is a categorically exempt activity.
- B. If a project is a continued activity that complied previously with Federal Regulations.

II. CATEGORICALLY EXCLUDED NOT SUBJECT TO (24 CFR 58.35)

- A. If a project is a categorically excluded activity, include [Suggested Format for Categorically Excluded Projects subject to §58.5](#) with the application.

III. CATEGORICALLY EXCLUDED (24 CFR 58.35)

- A. If a project is a categorically excluded activity, include [Suggested Format for Categorically Excluded Projects subject to §58.5](#) with the application.
- B. If a project is a historically registered property, **New Jersey State Historic Preservation Office (SHPO) consultation and documentation is required.** Please indicate the date of SHPO consultation and documentation.
- C. Assistant Planning Director has authorized publication of project.
- D. Publication and HUD documents

IV. ENVIRONMENTAL ASSESSMENT (24 CFR 58.36)

- A. Complete an Environment Assessment, if a project **requires** an Environmental Assessment and **does not require** an Environmental Impact Statement (EIS).
- B. If a project is a historically registered property, **New Jersey State Historic Preservation Office (SHPO) consultation and documentation is required.** Please indicate the date of SHPO consultation and documentation.
- C. If a project **requires** an Environmental Assessment and an Environmental Impact Statement (EIS).

V. ENVIRONMENTAL IMPACT STATEMENT (EIS) (24 CFR 58.37)

If a project requires an Environmental Impact Statement (EIS), please complete and EIS. For more EIS information, please contact the Ocean County Department of Planning.