

DCA

Glossary of Terms

Applicant –Name of the applicant for the program

Project Name –The name used by the state agency to identify each project receiving funds

Municipality –The Damage Municipality of the affected property

County – The County of the affected property

ZIP –The Zip Code of affected property

Project Type – The type of project that the funds are being used for (Housing, Planning, Public Services, etc.)

National Objective –The income category of the applicant. Either Low to Moderate Income (LMI) or Urgent Need (UN)

Units – Amount of damaged units that were repaired for each applicant

Amount Awarded – Amount of CDBG Funds that have been signed and executed in a grant agreement with the state of New Jersey for each applicant

Paid - Amount of CDBG Funds that have been disbursed for each applicant

Administrative & Program Delivery Costs – *See Page 2*

Notes

- Individual property-owner names in the Resettlement, RREM and LRRP programs have been removed to protect personal information
- A program that does not have a national objective is reported as N/A
- There have been no awards granted in the Unsafe Structure Demolition program

Documentation

It can be complicated to determine whether an eligible cost should be considered an activity delivery cost or whether it must be an administrative cost. Given that administrative costs statewide for all programs are capped at a 5 percent of total CDBG-DR grant, grantees and sub recipients would often prefer to charge costs under activity delivery or as a direct project cost

Direct Project Costs:	These are the actual costs to benefit the recipient. This includes costs to acquire, rehabilitate or construct housing units or commercial establishments. These costs can be hard costs, such as construction materials, or soft costs such as appraisals, closing costs, legal and permitting fees. Project costs may also include other CDBG-eligible expenses such as working capital assistance to businesses or payments for delivery of public services. Direct project costs may be incurred by homeowners, landlords, businesses and developers, whether nonprofit, for profit or public. Costs must be tied to a specific project, site or assisted beneficiary and are included with in the development budget for that project.
Delivery Costs:	Implementation and delivery costs incurred by DCA and its sub recipients for carrying out CDBG-assisted projects, activities, and services. Examples of activity delivery costs include staff time to do environmental reviews, work write-ups, underwriting, counseling, or applicant selection.
Administrative Costs:	These are costs that the grantee or the sub recipient must incur in order to administer or manage the overall CDBG-DR program. Examples of these types of costs include planning, monitoring, or financial management, such as periodic reporting, private beneficiaries such as developers, construction contractors, a component of the construction budget, developers and contracts can charge a reasonable development fee, as well as overhead.

Administrative/Program delivery costs breakdown:

Personnel:	Head of branch department, Salaries and wages, Salary wages other related pay reimbursements, Employee benefits, Employee benefits reimbursements.
IT/Telecom:	IT equipment/supplies/services, software, information systems telecom development.
Operating Supplies and Services	Travel state business, EZ Pass, conferences and conventions, mileage reimbursement state business, telephone, postage, messenger services, insurance, information operations services, software, security, consultant/ advisory professional services, technical professional services mandatory, , legal services, staff training, advertising, official receptions, procurement efficiency assessment, miscellaneous services, legal services, moving expenses, information process-internal, other services reimbursements.
Professional Services	Includes advisory, technical, other professional services such as monitoring, consulting, temporary personnel employment services.
Equipment	Vehicle equipment passage van, vehicular equipment reimbursements, other equipment, office furniture, office machines, information processing tele equipment