

Transitional Aid Application for Application Years CY 2010/SFY 2011
Division of Local Government Services
Department of Community Affairs

General Instructions: This application must be submitted in its entirety by July 16 (for CY 2010) and September 30 (for SFY 2011) for funding consideration under this program. Information contained in the application is subject to independent verification by DLGS. Refer to Local Finance Notice 2010-14 when preparing this application for specific instructions and definitions.

Name of Municipality:		Borough of Penns Grove		County:	Salem
Contact Person:		Stephen F. Labb		Title:	Chief Financial Officer
Phone:	(856) 299-0098 Ext. 107	Fax:	(856) 299-0975	E-mail:	pennsgrove@verizon.net
Population:	5,207				

I. Aid History

List amount of Discretionary Aid (Extraordinary, Special Municipal, or Capital Cities) received for the last three years, if any:

Prior Year	Previous Year	Previous less one year
\$ 850,000.00	\$ 650,000.00	\$ 450,000.00

II. Aid Request for Application Year

Amount of aid requested for the Application Year:	\$ 1,050,000.00
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An aid request does not constitute guarantee of receipt of any funds.

III. Submission Requirements

Without exception, the following items must be submitted with or prior to submission of this application. Indicate date of submission of each.

Item	Date Submitted to DLGS
Prior Year Annual Financial Statement	3/3/10
Previous Year Annual Audit	12/29/09
Previous Year Audit Corrective Action Plan	3/10/10
Application Year Introduced Budget	4/12/10
Budget documentation submitted to governing body	3/22/10

IV. Application Certification

The undersigned herewith certify that they have reviewed this application and, to the best of their ability, find its contents to be true and that it accurately portrays the circumstances regarding the municipality's fiscal practices and need for financial assistance. By submitting the application, the municipality acknowledges that the law provides that the decision of the Director regarding aid awards is final and not subject to appeal.

Official	Signature	Date
Mayor/Chief Executive Officer		
Governing Body Presiding Officer (Representative)		

Application Year CY 2010/SFY 2011	Municipality: Borough of Penns Grove	County: Salem
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Chief Financial Officer		
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V-A. Explanation of Need for Transitional Aid

Explain the circumstances that require the need for Transitional Aid in narrative form. Include factors that result in a constrained ability to raise sufficient revenues to meet budgetary requirements, and if such revenues were raised, how it would substantially jeopardize the fiscal integrity of the municipality. (See item B-5 in Local Finance Notice 2010-14 for details)

The following factors, which exist in the Borough of Penns Grove, justifies the need of awarding Transitional Aid in 2010; some of these are continuing conditions from prior applications which are updated. Mayor and Council are hopeful that once the RiverWalk Project is complete, the Municipality will take a giant leap in being self sufficient.

1. The effect of high percentage of properties that are non-ratables on the size of a Municipality that is less then one square mile.
2. The effect of subsidized public housing on the Borough's tax base.
3. Issues concerning Public Safety (Police Department)

FACTOR 1:

In the Borough of Penns Grove it is difficult to offset budget increases. The Borough of Penns Grove is less than one square mile in total area. Based on the Demographics and Social Economic Characteristics, Per Capita Income is \$ 13,300.00; Medium household income is \$ 26,227.00; Medium family income is \$ 34,076.00. Persons in Poverty are 1,020, which is 21% of the population. Households receiving public assistance are 188 and Households receiving social security are 606 out of 1,827 household as of 2000. Unemployment rate is 15.3%. As seen from the information provided by the New Jersey Municipal Data Book, the Borough of Penns Grove qualifies as distressed. The only viable land for development is the Riverfront. Through many years of planning, the Municipality in conjunction with Developers has completed construction of the Boardwalk stage of the Riverfront Development. This will greatly enhance future ratables. There is an on going effort for the Municipality to be self sufficient, but currently we need the State's support in order to achieve this goal. **The Municipality will not be able to sustain a 80 cent increase in Local Purpose Tax if additional aid is not received.**

The Borough also suffers from a high percentage of properties, which are non-ratables. It is estimated that 34% of the total value of land and improvement (property), within the Borough of Penns Grove are non-taxable. Here again is a list of those properties:

a. Government Institutions:

1. The Penns Grove – Carneys Point School District Office.
2. The Penns Grove – Carneys Point Middle School.
3. The Penns Grove – Carneys Point Carleton School.
4. The Salem County Social Services main office.
5. The Borough Hall.
6. The Ambulance and Fire Department buildings.
7. The Street Department building.
8. The Penns Grove – Carneys Point Library.

b. Non-profit Organizations and Clubs:

1. The Washington Club.
2. The Citizens' League.
3. Two separate Elk Lodge facilities.
4. The American Legion.
5. The Puerto Rican Action Committee.
6. The Advancement Club.
7. Howard Avenue Mental Health Facility Halfway House.

The Penns Grove – Carneys Point Historical Society Headquarters. This is the most recent non-profit organization, which acquired a former ratable and transferred it into a non-ratable. Although the Borough of Penns Grove supports the efforts of the Historical Society, it is hard to accept the fact that the acquisition of this building, by a tax exempt organization is in a key commercial section of our town. The loss of such a well maintained structure eliminates the Borough's opportunity to secure a commercial ratable.) The property was formally a commercial bank, which unfortunately closed.

*Formed in 2003.

c. Churches:

The Borough of Penns Grove presently has eleven (11) active churches within its boundaries as well as a large community center, all of which are exempt from taxes. This does not include churches that are occupying as tenants. The Borough surely does not object to having these religious institutions within its boundaries, but includes them to give a clear picture of just how severe the non-ratable situation is for the Borough.

. In summary, when you factor the size of the Borough of Penns Grove and then review the number of non-ratable properties that exist, there is a tremendous burden placed on the tax payers of the Borough of Penns Grove. Not only does the Borough have these exempt facilities within its boundaries, but also, in many cases, provides additional services and support without any financial contribution.

FACTOR 2:

Penns Grove continues to host an excessive number of subsidized housing units. Penns Grove, although being less than one square mile, has within its' boundaries, five subsidized low-income housing facilities. These facilities are Penn Village Apartments, Silver Run Apartments, Mallard Park Apartments, and the Penn Towers Senior Citizens Complex and Penns Grove Gardens. These facilities have a total of 448 units. The owners of these facilities are all receiving funding from the federal government, none of which are past on to the Borough of Penns Grove. These facilities place a financial strain on the Borough's limited resources.

Example 1: The Penns Grove Housing Authority, which includes the Silver Run Apartments and the Penn Towers Senior Citizens facility, are assessed at **\$9,803,300.00**. They are tax exempt on the municipal tax list and contributed a nominal amount of **\$ 9,237.00** in 2009. Both facilities have a combined amount of 152 units. That is a breakdown of **\$ 60.77** per unit.

Example 2: Penn Village Apartments, which has an assessed value of \$7,297,000.00, makes a payment in lieu of taxes to the Borough in the amount of \$42,500.00 per year. This payment does not in any way reflect the amount of attention that this facility receives by way of police calls, municipal court and other services.

Example 3: Mallard Park Apartments is a subsidized housing facility, with assessed value of \$1,165,800.00. The revenue received does not offset the cost associated with this property.

Subsidized Housing grossly underpays its' fair share of property taxes. In 2009, a Penns Grove homeowner with an average assessment of \$111,207.00 paid \$1,283.33 in local property taxes. Compare this with one of the subsidized housing complexes in the Borough of Penns Grove. The Penns Grove Housing Authority pays a nominal amount of \$ 9,237.00, despite the fact that they have over 152 apartment units in the Borough of Penns Grove. As has been stated previously, these complexes put a much greater demand on the services provided by the Borough particularly the Police Department. For an apartment unit in one of the subsidized housing complexes, the average per unit payment is shown below.

Penns Grove Housing Authority – Payment in Lieu, \$60.77 per unit.

The Penn Village Apartments –Payment in Lieu, \$354.17 per unit.

Mallard Park –\$ 420.05 in taxes per unit.

The Social Economic factors, which result from this place a burden on the budget. We have a police budget for 2009 in the amount of \$1,643,000.00. If we include Health Insurance in the amount of \$783,478.00, which includes \$ 337,124.00 in payment for retiree's and officers retired on disability. The grand total for the Police Department is \$2,426,478.00. This amount represents over 36% of the entire budget for the Borough of Penns Grove. Additional appropriation for Police Salary and Wages has to be budgeted due to issues concerning Public Safety which will be described in detail in Factor 3.

This is a constant situation and is why we must mention it in every Aid Application until the RiverWalk Project is completed, which will help off-set subsidized housing.

FACTOR 3:

Council has taken steps to try and reduce Salary and Wage costs for the Police Department. In 2009 a Police Officer was laid off and an Officer was not replaced when he retired. In 2010 the Police Clerk was laid off and rates for the Part-time Dispatchers were reduced from \$ 15.91 per hour to \$ 13.75 per hour.

For every step taken forward to reduce costs in the Police Department, situations have forced Mayor and Council to increase the Budget Appropriation for the Police Department as described below

1. Two officers' are under investigation for a Homicide during an arrest. The officer's were placed on Administrative leave. As a result of his incident both officers are receiving medical treatment. However because administrative leave supersedes worker compensation the municipality will not receive worker compensation reimbursement while the Officers are on said leave. There have been marches and statement have been made at a Council meeting if the officer were to return to duty in any capacity that the protesters would make such a negative economic impact that no business would come to the Borough. In addition a sergeant sustained serious injuries during an arrest to his wrist and shoulder which require surgery. With the reduction in force and officers out on leave and injury, overtime has spiked. Estimated overtime as of June 30th payroll for the police department for year end is **\$ 288,052.00**. Overtime Budgeted is **\$ 216,294.00**. Predicted budget shortfall is **\$ 71,758.00**
2. Special Class II officers' were hired on a part-time basis to address complaints from local business concerning public safety issues and crowd control.
2. The two year deferral of sick time sell back per contract has ended in 2010. If the deferral is not renewed and if all officer sell back the maximum of 12 days per officer, the total amount of sell back is **\$ 42,634.00**

V-B Alternate Eligibility Calculation

Complete this section only if Discretionary aid **was not** received in the prior year. If the requirements of this section are met, this application must also reflect that the criteria in Section B, items 2-7 of Local Finance Notice 2010-14 are met.

Part 1 calculates loss of equalized value. If there is a loss of *2% of equalized value*, the eligibility criteria is met and the rest of the form does not have to be completed.

If 2% the criteria is **not** met, continue with Part 2 to identify individual revenue losses (exclusive of State CMPTRA/ETR formula aid reductions) or specific, extraordinary appropriation increases (pursuant to Local Finance Notice 2010-14, Item B-8).

Part 1 – Eligibility of Value Loss	Current Year County Equalization Table County Apportionment (a)	Prior Year Director’s Table Equalized Value (b)	Decrease (c)
Equalized Value Reduction	N/A	N/A	N/A
Percent of loss from prior year (c) divided by (b) as percent: If this exceeds 2%, stop and proceed to the next page.			N/A

Part 2 – Demonstration of Revenue Loss/Substantial Cost Increase

Complete Part 2 if eligibility was not met in Part 1. Show extraordinary revenue losses (exclusive of State CMPTRA/ETR aid reductions), but not as the aggregate of many revenue line items; or specific, extraordinary appropriations. Describe the item on the cell below each entry.

Revenue or Appropriation	Prior Year Value	Current Year Value	Amount of Loss/Increase
		N/A	
Description:			
		N/A	
Description:			
		N/A	
Description:			
		N/A	
Description:			
		N/A	
Description:			
		N/A	
Description:			

V-C Actions to reduce future need for aid

Detail the steps the municipality is taking to reduce the need for aid in the future. Include details about long-term cost cutting and enhanced revenue plans, impact of new development, potential for grants to offset costs, and estimated short and long-term annual savings. Use additional pages if necessary.

Council has entered into an Interlocal Services Agreement with Carneys Point Township for Public Work Services. Said services shall include Collection, removal and disposal of solid waste and recyclable materials, plowing, salting and sanding of streets and maintenance of Borough owned properties, pothole and roadway repairs, replacement and installation of street and stop signs, roadway shoulder maintenance, street sweeping, mowing and storm water drainage maintenance. Estimated savings for the first year full year of service \$ 70,000.00. Saving will decrease after the third year by \$ 30,000.00 when the capital credit is exhausted.

A meeting was held with Carneys Point Official concerning the Interlocal Services Agreement of the Tax Office. The result of the meeting was a reduction of \$ 24,274.50 due to various reductions of the Tax Office.

Concerning Borough Employees on February 19, 2010 the Police Clerk and the Administrative Code Official were laid off. Two part-time employees were hired at decreased wages and no benefits to split the duties of the Administrative Code Official. As of May 24th the Deputy Clerks hourly rate was reduced from \$ 13.83 per hour to \$ 10.00 per hour. The Deputy Clerks hours were also decreased and the position was no longer eligible for health benefits. Non-contractual employees have not received a salary increase as of 2008.

Council has hired outside counsel to deal with contracted employees. Council is looking for give backs from the Police Chief and Lieutenant. An open line of communication has started with the Penns Grove Police Association representative concerning savings with the upcoming contract. Council has also started the process in talking with the dispatcher union, while also looking into to the feasibility of shared dispatcher services with the county.

There have been talks with Carneys Point Township concerning the Police Department. Budgetary figures were forwarded to the Chief of Carneys Point. Council members are researching the possibility of interlocal service agreement, contracted services, merger and restructuring of police contract to determine what kind of cost savings that can be obtained.

Borough officials are trying to facilitate economic revitalization through the Riverwalk project. There has been a constant emphasis for riverfront development that has been hampered by prior developers and the economy. Officials are aware that the Municipalities goal of being self sufficient hinges on the only major area which can generate ratable, jobs and an infusion of economic growth. This is the corner stone to the restoration of Penns Grove.



VI. Historical Fiscal Statistics

Item	Actual Previous Year	Actual Prior Year	Introduced Application Year
1. Property Tax/Budget Information			
Municipal tax rate	\$ 2.123	\$ 1.154	\$ 1.953
Municipal Purposes tax levy	\$ 1,948,117.58	\$ 2,069,243.32	\$ 3,507,360.23
Municipal Open Space tax levy	\$.00	\$.00	\$.00
Total general appropriations	\$ 6,107,142.69	\$ 5,840,601.43	\$ 6,715,968.70
3. Cash Status Information			
% Of current taxes collected	91.22%	92.15%	%
% Used in computation of reserve	91.00%	90.00%	90.00%
Reserve for uncollected taxes	\$ 508,510.58	\$ 576,898.11	\$ 725,507.54
Total year end cash surplus	\$ 518,867.11	\$ 607,043.32	
Total non-cash surplus	\$ 3,094.92	\$ 3,094.92	
Year end deferred charges	\$ 210,000.00	\$ 168,000.00	
4. Assessment Data			
Assessed value (as of 7/1)	\$ 91,779,679	\$ 179,477,897	\$ 179,563,917
Average Residential Assessment	\$ 57,916	\$ 111,207	\$ 111,237
Number of tax appeals granted	1	2	
Amount budgeted for tax appeals	\$ 0	\$ 0	\$ 0
Refunding bonds for tax appeals	\$ 0	\$ 0	\$ 0
5. Full time Staffing Levels			
Uniformed Police - Staff Number	23	23	25
Total S&W Expenditures	\$ 1,506,011.33	\$ 1,553,505.00	\$ 1,565,000.00
Uniformed Fire - Staff Number	N/A	N/A	N/A
Total S&W Expenditures	\$	\$	\$
All Other Employees - Staff Number	49	42	35
Total S&W Expenditures	\$ 720,125.35	\$ 668,162.75	\$ 700,253.00
6. Impact of Proposed Tax Levy			

			Amount
Current Year Taxable Value			179,563,917
Introduced Tax Levy			\$ 3,507,360.23
Proposed Municipal Tax Rate	1.953	Average Res. Value (#4 above)	111,237
Current Year Taxes on Average Residential Value (#4 above)			2,172.46
Prior Year Taxes on Average Residential Value			1,283.67
Proposed Increase in average residential taxes			888.79

VII. Application Year Budget Information

A. Year of latest revaluation/reassessment 2009

B. Proposed Budget – Appropriation and Levy Cap Information

Item	Yes	No
1. Was an appropriation cap index rate ordinance adopted last year? If YES: % that was used	X	
3.5%		
2. Amount of appropriation cap bank available going into this year		
\$ 281,557.09		
3. Is the Application Year budget at (appropriation) cap? If NO, amount of remaining balance		X
\$ 381,776.90		
4. Does the Application Year anticipate use of a waiver to exceed the levy cap? <u>Depended on Transitional Aid Award *</u> If YES, amount:		
\$ *		

C. List the five largest item appropriation increases:

Appropriation	Prior Year Actual	Application Year Proposed	\$ Amount of Increase
Police and Fireman’s Retirement System	\$ 130,011.00	\$ 279,429.00	\$ 149,418.00
Group Health Insurance	\$ 920,445.00	\$ 1,030,700.00	\$ 110,255.00
Public Employees Retirement System	\$35,687.00	\$ 75,636.69	\$ 39,949.69
Payment of Notes and Bonds	\$ 28,500.00	\$ 67,000.00	\$ 38,500.00
Other Insurance: General Liability and Workers Compensation	\$ 359,740.00	\$ 378,979.00	\$ 19,057.20

D. List all new property tax funded full-time positions planned in the Application Year:

Department/Agency	Position	Number	Dollar Amount

E. Display projected tax levies, local revenues (not grants), anticipated (gradually reduced) Transitional Aid, total salary and wages, and total other expenses projected for the three post-application years:

	Tax Levy	Local Revenues	Transitional Aid	Total S&W	Total OE
First year		Significant reduction in Transitional Aid cannot be realized until Development on the Riverfront and or Police			

		Department reorganization			
Second year					
Third year					

VIII. Financial Practices

A. Expenditure controls and practices:

Question	Yes	No
1. Is an encumbrance system used for the current fund?	X	
2. Is an encumbrance system used for other funds?	X	
3. Is a general ledger maintained for the current fund?	X	
4. Is a general ledger maintained for other funds?		X
5. Are financial activities largely automated?	X	
6. Does the municipality operate the general public assistance program?		X
7. Are expenditures controlled centrally (Yes) or de-centrally by dept. (No)?	X	
8. At any point during the year are expenditures routinely frozen?	X	
9. Has the municipality adopted a cash management plan?	X	
10. Have all negative findings in the prior year's audit report been corrected?		X
If No, list those uncorrected as an appendix.		X

B. Risk Management: Indicate ("x") how each type of risk is insured.

Coverage	JIF/HIF	Self	Commercial
General liability	X		
Vehicle/Fleet liability	X		
Workers Compensation	X		
Property Coverage	X		
Public Official Liability	X		
Employment Practices Liability	X		
Environmental	X		
Health			X
	SHBP		

C. Salary and Employee Contract Information (when more than one bargaining unit for each category, use average):

Question	Police	Fire	Other Contract	Non-Contract
Year of last salary increase	2010	N/A	2009	Only Statutory Employees 2009
Average percentage increase	4.50 %	%	3%	3%
Last contract settlement date	2006		2007	
Contract expiration date	2010		2009	

Explain if any of the following actions have been taken or are under consideration for the Application Year:

Action	Police	Fire	Other Contract	Non-Contract
Furloughs (describe below)				N/A
Wage Freezes (describe below)				
Layoffs (describe below)				
Public Work Department, Non-Contractual Employees				
Police Clerk, Administrative Code Enforcement Officer, Public Works Department (InterLocal Service Agreement with Carneys Point Township as of July 1, 2010.)				

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D. Tax enforcement practices:

Question	Yes	No
1. Does the municipality use the accelerated tax sale program?		X
2. When was the last foreclosure action taken or tax assignment sale held: Date:	2/28/08	
3. During 2009, on what dates were tax delinquency notices sent out: Date:	5/5/09,7/2/09,8/19/09,11/19/09	
4. Date of last tax sale: Date:	4/07/10	

E. Specialized Service Delivery:

If the answer to either question is “Yes,” provide (as an appendix) a cost justification of maintaining the service without changes.

Service	Yes	No
Sworn police or firefighters are used to handle emergency service call-taking and dispatch (in lieu of civilians)		X
The municipality provides rear-yard solid waste collection through the budget		X

F. Other Financial Practices

1. Amount of interest on investment earned in:

Prior Year:	\$ 33,660.40	Last Year:	\$ 5,805.60	Anticipated Application Year:	\$ 5,200.00
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2. List the instruments in which idle funds are invested:

Various Operating and Trust Checking Accounts	

3. What was the average return on investments during CY 2009?

.37 %
2010, Yard Sales Permits and Liquor Licenses.

4. When was the last time fee schedules were reviewed and updated?

F. Status of Collective Negotiation (Labor) Agreements: List each labor agreement by employee group, contract expiration date, and the status of negotiations of expired contracts.

Employee Group	Expiration Date	Status of Negotiations of Expired Agreement
Penns Grove Police Association	12/31/2010	Negotiations to start, Council want to restructure contract for give backs.
Penns Grove Dispatchers	12/31/2009	Negotiations to start, also Council to look into Dispatching Services with the County
Police Chief	12/13/2007	Negotiations on going, give backs on the table
Police Lieutenant	12/31/2008	Negotiation on going, give backs on the table
Public Works	12/31/2009	Entered into a Interlocal Service Agreement with Carneys Point as of July 1 st 2010. Public Works

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		Department disbanded.
Police Clerk	12/31/2008	Laid Off

IX-B. Demonstrated reductions or actions that limited otherwise ordinary increases in Other Expense or other costs. (See item B-6 in Local Finance Notice 2010-14 for details). Include changes in spending policies that reduce non-essential spending.

Line Item	Prior Year Actual	Application Year Proposed	Explanation of Change
Street and Road Maintenance	\$ 38,375.00	\$ 38,375.00	Subtract \$ 12,750.00 from introduced amount of \$ 38,375.00, Interlocal Service Agreement with Carneys Point. (Budget Amendment amount \$ 26,000.00)
Solid Waste Collection	\$ 6,400.00	\$ 6,400.00	Subtract \$ 4,400.00 from introduced amount of \$ 6,400.00, Interlocal Service Agreement with Carneys Point. (Budget Amendment amount \$ 2,000.00)
Landfill Solid Waste Disposal Cost	\$ 143,500.00	\$ 143,500.00	Subtract \$ 80,500.00 from introduced amount of \$ 143,500.00, Interlocal Service Agreement with Carneys Point. (Budget Amendment amount \$ 63,000.00)
Group Health Insurance	\$ 943,445.00	\$ 1,030,700.	Subtract \$ 41,127.00 from introduced amount of \$ 1,030,700.00, Interlocal Service Agreement with Carneys Point. (Budget Amendment \$ 983,106.00)
Group Health Insurance	\$ 943,445.00	\$ 1,030,700.	Subtract \$ 6,467.00 from introduced amount of \$ 1,030,700.00, reduced hours, no Health Insurance for Deputy Clerk (Budget Amendment \$ 983,106.00)
Social Security Systems	\$ 89,315.00	\$ 89,315.00	Subtract \$ 5,000.00 from introduced amount of \$ 89,315.00, for Interlocal Service Agreement for Carneys Point. (Budget Amendment amount \$ 84,500.00)
Vehicle Repair and Maintenance	\$ 62,000.00	\$ 62,000.00	Subtract \$ 8,000.00 from the introduced amount of \$ 62,000.00, for Interlocal Service Agreement for Carneys Point. (Budget Amendment amount \$ 54,000.00)

Section XI – Impact of Limited or No Aid Award

Describe in complete detail the impact if aid is not granted for the current fiscal year; **this priority setting requires that the municipality will maintain a minimum level of essential services.** List the appropriate category of impact if the aid is not received. Rank each item from both lists as to the order in which elimination will take place. If across the board cuts will be made, indicate under service. **For rank order purposes, consider the two sections as one list. The cuts outlined here are one that the municipality is committing to make if they do not receive aid.**

Rank Order	Department	# of Layoffs	Effective Date	2010 Full Time Staffing	2011 Full Time Staffing	\$ Amount to be Saved
	Limited or No Aid would have such a significant impact, all department will be effected. The Municipality would not be able to absorb the lost of Transitional Aid.					

If services will be reduced, describe the service, impact and cost savings associated with it.

Rank Order	Service	Cost Savings	Impact on Services
	All services would be effected		Devastating

XII. Agreement to Improve Financial Position of Municipality

If aid is granted, are you willing to enter into a “memorandum of understanding” that will, among other restrictions and requirements:

	Yes	No
1. Allow the Director of Local Government Services to assign management, financial, and operational specialists to assess your municipal operations	X	
2. Implement actions as recommended by the Director to address the findings of Division staff	X	
3. Enter into a Memorandum of Understanding	X	

The undersigned herewith acknowledges the foregoing requirements with which the municipality must comply in order to receive aid as outlined above.

In addition, included with this application is a copy (printed or electronic) of the budget documentation that supports the budget calculation that was provided to the governing body.

Mayor _____ Date _____

Chief Financial Officer _____ Date _____

ATTEST: _____ Date _____

Municipal Clerk