

Transitional Aid Application for State Fiscal Year 2012
Division of Local Government Services
Department of Community Affairs

General Instructions: This application must be submitted in its entirety by September 2, 2011 for funding consideration under this program. Information contained in the application is subject to independent verification by DLGS. Refer to Local Finance Notice 2011-22 when preparing this application for specific instructions and definitions, and review the Submission Checklist on Page 6.

Name of Municipality:	Borough of Lawnside	County:	Camden
Contact Person:	Jay Todd	Title:	Administrator
Phone:	856-573-6215	Fax:	856-546-3232
E-mail:	jtodd@lawnside.net		

I. Aid History

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

FY 2011	FY 2010	FY 2009
\$ 1,400,000.00	\$100,000.00	\$450,000.00

II. Aid Request for Application Year: (All municipalities currently operating under a Transitional Aid MOU are advised that a decrease from prior year funding is likely.)

Amount of aid requested for the Application Year:	\$850,000.00
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An aid request does not constitute guarantee of receipt of any funds.

III. Submission Requirements

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	9-2-11
Previous Year Annual Audit	12-2010
Previous Year Audit Corrective Action Plan	3-15-11
Application Year Introduced Budget	9-2-11
Budget documentation submitted to governing body	9-1-11

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		
Chief Financial Officer		

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.

The Borough of Lawnside governing body, through Fiscal Year 2008, had built up a surplus of \$900,000 to absorb the budgetary shocks that occur in preparing municipal budgets. These shocks, like skyrocketing energy prices for its fleet, spikes in insurance premiums, revenue shortfalls when the construction industry declines, serve to illustrate the need and prudence for maintaining some level of surplus. It should be noted that the decade before FY 2008, Lawnside’s municipal tax levy had fluctuated within a narrow band resulting in the levy being less than 10% higher at the end of the ten year period than at the beginning. The governing body believed this was good planning in that it provided our citizens a stable tax rate rather than a sharp decrease followed by a severe increase. Unfortunately the State, from FY 2009 through 2011, foisted on the people of Lawnside imprudent budget edicts that resulted in a near bankrupt state of affairs for the Borough coming into FY 2011.

FY 2009 - The FY 2009 budget was introduced in the fall of 2008 because we could not get reliable information from DCA on the amount of Extraordinary Aide to anticipate in the budget. Eventually, Lawnside was told to anticipate the previous year’s aid, and \$450,000 was included in the budget. The budget’s final adoption was delayed by DCA until mid-April of 2009, two months before the fiscal year closed, and Extraordinary Aide was reduced to \$100,000, a \$350,000 shortfall with no time to make up.

FY 2010 - The FY 2010 budget was introduced in the fall of 2009 again due to a lack of fiscal information from DCA. The DCA instructed Lawnside to anticipate all revenues at 100% of 2008 levels even in areas where all parties knew those levels to be unsustainable (like building permit revenues during the height of the building boom). Again, DCA was late in coming up with the Extraordinary Aid numbers, delaying final adoption of the budget until May of 2010, a month before the close of the fiscal year ended. The State also dipped into Lawnside’s Gross Receipts and Franchise Tax revenue, taking \$150,000 in anticipated revenues at the twelfth hour. The Local Finance Board did not approve Lawnside’s \$150,000 cap waiver in April 2010. These actions resulted in the Borough of Lawnside presenting a budget with a \$433,000 cash deficit which had to be raised in the FY 2011 year budget. *(So in two years our community went from a surplus of \$900,000 to a cash deficit of -\$433,000).*

FY 2011 - So Lawnside lost \$350,000 in FY2009, and the \$433,000 cash deficit from FY 2010 had to be made up in the FY 2011 budget. Also, anticipating the loss in Extraordinary (Transitional) State Aid in the FY 2011 budget meant Lawnside’s municipal tax levy could have been forced to increase by about \$1.19 per \$100 of assessed valuation. The municipal rate at that time was \$1.00 per \$100 of assessed value. Lawnside’s shortfall issue was not on the expenditure side; it was almost exclusively on the revenue side. **Fortunately, the Governor’s staff, the Department of Community Affairs, and the Local Finance Board recognized this complex dilemma during the FY 2011 fiscal year, awarding \$1,400,000 in Transitional Aid to be applied during that year.**

The Borough of Lawnside has used the funds as directed, scrupulously adhering to the terms of the Memorandum of Understanding executed in December 2010, and reducing spending and workforce through attrition. While Transitional Aid is still required as evidenced by the rest of this application, Lawnside has taken an important and substantial first step towards reducing and ultimately eliminating its need for Transitional Aid. In this application we are requesting \$850,000.00 in Transitional Aid funds which a reduction of \$550,000.00 from FY2011. We have reduced total spending by \$600,000.00 from last year.

V-B Alternate Eligibility Calculation

Complete this section only if Transitional 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 C, items 2-7 of Local Finance Notice 2011-22 are met.

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

If the 2% criterion 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 2011-22, Item B-8).

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

Part 2 – Demonstration of Revenue Loss/Substantial Cost Increase

Complete Part 2 if eligibility was not met in Part 1. Show: (1) extraordinary revenue losses (exclusive of State CMPTRA/ETR aid reductions, but inclusive of other aid, including payments under various open space State payments in lieu of tax programs), but not as the aggregate of many revenue line items; and (2) or specific, extraordinary increases in appropriations. Describe the item on the cell below each entry. If applicable, indicate in the description of the extraordinary increase in expenditure if the increase was the result of a policy decision made by the municipality (i.e. a back-loaded debt service schedule, deferred payment, costs associated with additional hires, etc.)

Revenue or Appropriation	Prior Year Value	Current Year Value	Amount of Loss/Increase
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.

We continue to appreciate that we are in the midst of a lingering severe national economic crisis affecting municipalities all over the State of New Jersey that are struggling to provide essential services to residents while keeping taxes as low as possible. The Borough of Lawnside is certainly no exception to this massive effort and has its own set of challenges. As of the 2000 census, the Borough's minority population was 99%; household median income was \$45,192, and per capita income was \$18,831. The large number of recent home foreclosures in our community, resulting from the economic crisis, makes it almost certain that our property revaluation process (which has just begun) will result in the loss of property tax revenue that could take years to replace.

We continue to make every attempt to ease the burden on our property taxpayers by operating an efficient and effective municipal government. We are aware that we must move off of transitional aid within four years.

As has been the case for several years, the Borough will not begin any new programs or spending initiatives in the SFY 2012 budget. Again continuing past practice, we will operate a service delivery system focused on providing only basic municipal services and doing so in the most effective and efficient manner possible by eliminating all non-essential spending, reducing our municipal workforce through attrition, and sharing services with neighboring municipalities wherever possible. In addition, we signed a Memorandum of Understanding with the State of New Jersey on December 21, 2010 regarding our Transitional Aid; this MOU greatly restricts how we spend taxpayer dollars.

The Borough of Lawnside continues to take a proactive approach to reduce operating costs. Salaries for non-union employees have been frozen since July 1, 2007. In February of this year we reduced, through attrition, one Laborer/Truck Driver position in our Public Works Department at an annual savings of \$49,927; we now have a total of only seven employees in the department. We are operating our Police Department with only five Patrol officers, two Sergeants, and a Lieutenant. Finally, we also hired a new Borough Administrator in November of 2010 with no benefits and at a salary of \$10,000 less than the prior Administrator for a total annual savings of \$25,000. We believe we are operating the Borough with the minimum staff necessary to function, and any additional cuts to any departments would cut service to unacceptable levels. We do not plan to hire any additional employees for the foreseeable future. Our current staffing is as follows:

- Public Works Department: 7 FT employees (includes 2 supervisors)
- Police Department: 9 FT employees (5 patrol, 2 sergeants, 1 lieutenant, 1 clerk)
- Tax Office: 2 FT employees
- Finance Office: 2 FT employees

Since the start of 2011, the Borough has signed the following seven shared service agreements for a total annual savings of over \$54,000:

- With the Borough of Magnolia for EMS service that will save \$46,000 each year;
- With the County: the Borough plows several County roads in exchange for road salt for an estimated annual savings of \$2,000;
- With the Borough of Bellmawr: the Borough saves \$50/hour for mechanical work on Borough vehicles for an estimated annual savings of \$5,000;
- With the Borough of Bellmawr: the Borough pays Bellmawr a reduced hourly rate for street-sweeping for an estimated annual savings of \$1,000;
- With Lawnside School District: the Borough removes snow from school parking lots in exchange for technology expertise;
- With five Camden County municipalities for the provision of fire inspection services.
- With the Borough of Somerdale for assistance with Public Works projects; specifically for help with cement work related to road work.

We participate in the Camden County Joint Insurance Fund for general liability, workers compensation, and automobile insurance. Health benefits for our employees are provided through our participation in the Southern New Jersey

Regional Employee Benefits Fund. We achieve tremendous savings through our participation in these joint insurance funds.

The Borough continues to aggressively pursue grant funds. We applied for and received the following grant funds over the last year:

- Energy Efficiency & Conservation Block Grant.....\$ 128,000 *
- CDBG..... \$ 25,000
- N.J. DOT..... \$141,000
- County Farmland Preservation..... \$ 25,000
- South Jersey Rain Garden Project..... \$ 25,000

* The Borough recently received \$128,000 in federal and state grant funds to make energy improvements on all three of its buildings; this work was completed since January of 2011, and the Borough should save over \$10,000 annually in energy costs from this project.

We are also investigating several potential recurring revenue sources including installation of a traffic camera at one of our major intersections; this would create an estimated annual net revenue stream of up to \$70,000 or more. We are also attempting to begin leasing one of our Borough buildings; if we are successful, this rental agreement will generate at least \$58,000 annual net revenue.

Lawnside owns a number of large undeveloped parcels of land which are quite attractive for developers given the Borough's excellent position with respect to ground transportation. The New Jersey Turnpike, Interstate Highway 295, and U.S. Route 30 all cross the Borough. In April of 2011 we re-formed the Redevelopment Committee to pursue development opportunities in the Borough. The Committee is already in discussions with four developers regarding potential rental and owner-occupied housing and commercial development. The Redevelopment Committee intends to work tirelessly to bring appropriate residential and commercial development to Lawnside thereby increasing our tax base. The two most promising proposed housing developments will generate an estimated additional \$192,000 in annual property taxes by late FY2013.

The recurring annual expenditure reductions described in this document total \$139,000 (personnel savings of \$75,000, shared service savings of \$54,000, and energy savings of \$10,000). The recurring revenue projections are more difficult to quantify, but we expect to bring in at least \$200,000 additional annual revenue by FY2013 through a combination of the traffic camera revenue, leasing payments through renting our vacant Borough building, and new tax revenue from development.

VI. Historical Fiscal Statistics

Item	2010	2011	Introduced Application Year
1. Property Tax/Budget Information			
Municipal tax rate	\$1.00	\$1.23	\$1.86
Municipal Purposes tax levy	\$1,631,000	\$1,996,000	\$2,995,000
Municipal Open Space tax levy	\$0.00	\$0.00	\$0.00
Total general appropriations	\$4,176,000	\$4,785,000	\$4,250,000
2. Cash Status Information			
% Of current taxes collected	92.71%	92.87%	%
% Used in computation of reserve	92.00%	92.00%	93.00%
Reserve for uncollected taxes	\$505,376	\$665,057	\$632,580
Total year end cash surplus	\$0.00	\$252,700	
Total non-cash surplus	\$168,034	\$129,500	
Year end deferred charges	\$612,956	\$382,200	
3. Assessment Data			
Assessed value (as of 7/1)	\$162,300,031	\$162,026,674	\$159,209,141
Average Residential Assessment	\$99,000	\$103,500	\$103,500
Number of tax appeals granted	NONE	NONE	
Amount budgeted for tax appeals	\$0.00	\$0.00	\$0.00
Refunding bonds for tax appeals	\$0.00	\$0.00	\$0.00
4. Full time Staffing Levels			
Uniformed Police – Staff Number	9	8	8
Total S&W Expenditures	\$ 664,887	\$ 637,000	\$ 600,000
Uniformed Fire – Staff Number	1	1	1
Total S&W Expenditures	\$ 3,331	\$ 4,000	\$ 4,000
All Other Employees – Staff Number	47	44	43
Total S&W Expenditures	\$ 760,559	\$ 767,139	\$ 758,500
5. Impact of Proposed Tax Levy			
			Amount
Current Year Taxable Value			\$159,209,141
Introduced Tax Levy			\$2,995,000
Proposed Municipal Tax Rate		Average Res. Value (#4 above)	\$103,500
Current Year Taxes on Average Residential Value (#4 above)			\$1,925
Prior Year Taxes on Average Residential Value			\$1,275
Proposed Increase in average residential taxes			\$650

VII. Application Year Budget Information

A. Year of latest revaluation/reassessment

TO BE COMPLETED IN 2011

B. Proposed Budget – Appropriation Cap Information

- Item**
1. Was an appropriation cap index rate ordinance adopted last year?
If YES: % that was used
 2. Amount of appropriation cap bank available going into this year
 3. Is the Application Year budget at (appropriation) cap?
If NO, amount of remaining balance
 4. Does the Application Year anticipate use of a waiver to exceed the appropriation cap?
If YES, amount:

	Yes	No
	X	
3.5%		
\$0.00		
	X	
\$		
		X
\$		

C. List the five largest item appropriation increases:

Appropriation	Prior Year Actual	Application Year Proposed	\$ Amount of Increase
GROUP INSURANCE	\$450,000	\$500,000	\$50,000
POLICE S&W	\$557,000	\$600,000	\$43,000
DEBT SERVICE	\$87,500	\$130,400	\$42,900
ELECTRICITY	\$63,000	\$85,000	\$22,000
GASOLINE	\$38,000	\$51,000	\$13,000

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

Department/Agency	Position	Number	Dollar Amount
	NONE		

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	+\$100,000	SAME	-\$150,000	-\$25,000	SAME
Second year	+\$100,000	SAME	-\$150,000	-\$25,000	SAME
Third year	+\$100,000	SAME	-\$150,000	-\$25,000	SAME

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.		

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	SHBP		
	X		

C. 1) 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	FY08	n/a	FY12	FY08
Average percentage increase	5.0%	%	2.5%	4.0%
Last contract settlement date	July, 2003		3/2/11	
Contract expiration date	6/30/08		6/30/14	

2) 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)	No	n/a	No	No
Wage Freezes (describe below)	Yes	n/a	PBAYes: AFSCME No)	Yes
Wages for all non-union employees have been frozen since July, 2007. Wages for union employees have been frozen in certain years (see contracts).				
Layoffs (describe below)	No	n/a	No	No

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No layoffs however we are reducing our workforce through attrition.

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:	2006	
3. On what dates were tax delinquency notices sent out in 2010: Date:	FEB & MAY	
4. Date of last tax sale: Date:	JUNE 2011	

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:	\$4,080	Last Year:	\$2,886	Anticipated Application Year:	\$2,000
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2. List the instruments in which idle funds are invested:

No idle funds.	

3. What was the average return on investments during SFY 2011?

1.0%

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

2010

G. 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
Police - PBA	6/30/08	Ongoing negotiations
Public Works - AFSCME	6/30/14	

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IX-B. List actions that limited or reduced Other Expense costs: i.e., reductions, changes, or elimination of services, procurement efficiencies or restraint. Include changes in spending policies that reduce non-essential spending.

Line Item	Prior Year Actual	Application Year Proposed	Explanation of Change
MAYOR/COUNCIL	10,094	6,000	Reduced various expenses.
LEGAL	136,121	80,000	Settled outstanding legal matters.
AID TO VOLUNTEER AMBULANCE	59,557	27,000	Joined Sterling EMS Alliance for savings
STREETS & ROADS	12,910	11,000	Reduced various expenses.
PUBLIC WORKS	29,687	29,100	Reduced various expenses.
RECYCLING	15,143	14,100	Reduced various expenses.
BOARD OF HEALTH	1,830	1,700	Reduced various expenses.
RECREATION	13,508	13,050	Reduced transportation expense.
PUBLIC EVENTS	600	0	Eliminated all spending for public events.
TVTN - TelVue	2,400	0	Found community TV service at no cost to Borough.
ELECTRIC – Public Bldgs	75,999	75,000	Installed energy-efficient lighting, a/c, heating with grant funds
TELEPHONE	31,153	29,000	Found efficiencies.
CASH DEFICIT & DEFERRED CHARGES	560,000	85,000	

IX-C. Evaluate existing local revenues, as to whether or not the rates or collections can be increased or imposed, and if so, how changes will be implemented; i.e., recreation fees, utility fees, land use fees, construction, housing, and fire code.

Local Revenues and services provided though the General/Current Fund	Check if services is provided	Are fees charged to cover the costs of the program?	If fees do not cover costs, what is the amount of subsidy?	If there is a subsidy, explain why fees cannot be increased to reduce or eliminate subsidy.
Recreation programs	<input type="checkbox"/>			
Sewer Fees	<input type="checkbox"/>			
Water Fees	<input type="checkbox"/>			
Swimming Pool	<input type="checkbox"/>			
Uniform Construction Code	<input checked="" type="checkbox"/>	Yes, but doesn't cover all costs.	\$6,257.00	Fees are already at maximum sustainable level.
Uniform Fire Code	<input checked="" type="checkbox"/>	Yes		
Land Use Fees	<input type="checkbox"/>			
Parking Fees	<input type="checkbox"/>			
Beach Fees	<input type="checkbox"/>			
Insert other local fees below:	<input type="checkbox"/>			

X. Service Delivery

List all services that the municipality contracts to another organization: i.e., shared services with another government agency, including formal and informal shared services, memberships in cooperative purchasing program, private (commercial), or non-profit organization.

Service	Name of Contracted Entity	Estimated Amount of Contract	Year Last Negotiated (as applicable)
Ambulance services	Borough of Magnolia	\$ 10,000	2011
Information technology consulting	Lawnside School Board	barter	2011
Auto mechanic	Borough of Bellmawr	\$ 10,000	2011
Street sweeping	Borough of Bellmawr	\$ 1,000	2011
Licensed sewer operator	Borough of Haddonfield	\$ 350/mo.	2011
Road salt	County of Camden	barter	2011
Fire inspection	Regional Fire Protection Alliance	\$ 4,000	2011
Cement work for PW projects (labor/ equip)	Borough of Somerdale	\$ 100,000	2011

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
Municipal services are already at minimum levels; any additional cuts will result in service levels below even minimally acceptable levels.						

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

Rank Order	Service	Cost Savings	Impact on Services
Municipal services are already at minimum levels; any additional cuts will result in service levels below even minimally acceptable levels.			

XII. Agreement to Improve Financial Position of Municipality

If aid is granted, the municipality will be required to submit to certain reporting conditions and oversight as authorized by law and a Memorandum of Understanding will need to be signed. Please mark each box below indicating that the applicant understands, and agrees to comply with these broad reporting and oversight provisions.

	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 directed by the Director to address the findings of Division staff.	X	
3. Enter into a Memorandum of Understanding and comply with all its provisions, without exception.	X	

XIII. Certification of Past Compliance for Municipalities Currently Operating Under a Transitional Aid MOU:

The undersigned certify that the municipality has complied with all the conditions and requirements of 2010 MOU conditions, including, but not limited to, the following: submission of a Transition Plan, adoption of a pay to play ordinance, receipt of signed approval forms as required prior to hiring personnel and contracting with professional service vendors.

Mayor: _____ Date: _____

Chief Financial Officer: _____ Date: _____

Chief Administrative Officer: _____ Date: _____

XIV. CAMPS Certification (Civil Service municipalities only)

For Civil Service municipalities, the undersigned, being knowledgeable thereof, hereby certify that the municipality has placed the names of all current civil service employees in the NJ "CAMPS" system.

Human Resources or Personnel Director: _____ Date: _____

Chief Financial Officer: _____ Date: _____

XV. CERTIFICATION OF APPLICATION FOR TRANSITIONAL AID

The undersigned 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: _____

Chief Administrative Officer: _____ Date: _____