

PUBLIC NOTICE

COMMUNITY AFFAIRS

OFFICE OF LOCAL PLANNING SERVICES

Notice of Funding Availability

Statewide and Regional Planning Assistance

Take notice that, in compliance with N.J.S.A. 52:14-34.4, the Department of Community Affairs, Office of Local Planning Services, hereby announces the notice of available funds for the below grant program.

A. Name of Grant Program: New Jersey Department of Community Affairs (NJDCA) - Statewide and Regional Planning Assistance Grant Program.

B. Purpose of Program: The Statewide and Regional Planning Assistance Grant Program (the Program) supports coordinated Statewide and regional planning activities to address unmet recovery-related planning needs. The Program will provide funding to nonprofit organizations, universities, or colleges in need of planning support for Statewide and regional recovery-related activities. This funding opportunity will support applied research initiatives and land use modeling efforts directed at reducing the risks and recovering from the impacts of natural disasters and which advance Statewide and regional resiliency planning. The Program will be administered by the Office of Local Planning Services (LPS) in the New Jersey Department of Community Affairs.

LPS will consider proposals that describe research projects whose results or products can be applied to pre-disaster planning and disaster recovery-related actions that have the potential to benefit a defined region, regions, or the entire State. The Program will address resiliency from any aspect: social, economic, environmental, and/or infrastructure resiliency, as long as the design shows strong potential to have a demonstrable impact on public decision making, recovery and long-term resilience, and involves community engagement if such engagement is appropriate to the project. In addition, the methodology used must be replicable.

For additional information, refer to the Statewide and Regional Planning Assistance Grant Program guidelines located on the NJDCA website at: <http://www.nj.gov/dca/services/lps/SRPAGP.html>

C. Amount of Money in the Grant Program: The United States Department of Housing and Urban Development (HUD) has approved Community Development Block Grant-Disaster Recovery (CDBG-DR) to fund the Post Sandy Planning Assistance Grant Program with \$13.7 million. Of this amount, NJDCA has allocated \$1.2 million for the Statewide and Regional Planning Assistance program. Additional information on this funding source is available in the New Jersey Action Plan, Amendment 7, for the Second Allocation of CDBG-DR Funds located on the New Jersey Department of Community Affairs website at: www.state.nj.us/dca/divisions/sandyrecovery.

D. Eligible Applicants: Nonprofit organizations, universities, and colleges.

E. Qualifications Needed by an Applicant to be Considered for Funding: In order to qualify, Eligible Applicants must meet all of the following:

- Demonstrate the need for grant funding for planning support for regional or Statewide recovery-related activities.
- Demonstrate the applicant's capacity to complete the proposed project and to provide project management and oversight for all activities and fiscal operations. List key in-house personnel who will be involved and key outside consulting support necessary for the project.
- Participate in a mandatory information session by webinar on October 13, 2015, from 10:00 A.M. to 11:00 A.M., to learn about the application process and conditions of award. Preregistration is required. Email both Carmen.Valentin@dca.nj.gov and Nicholas.Nassiff@dca.nj.gov by October 9, 2015. Include names, titles, and contact information for those who will be attending and the name of the entity they are affiliated with.
- Submit a Duplication of Benefits affidavit signed and dated by the authorized official signing for the applicant organization which identifies other funding sources that have contributed to and/or are committed to the project proposed. (See <http://www.nj.gov/dca/services/lps/SRPAGP.html>)
- Submit a Debarment and Suspension Certification form signed and dated by the authorized official signing for the applicant organization. (See <http://www.nj.gov/dca/services/lps/SRPAGP.html>)
 - The administrative requirements at 24 CFR 85.35 prohibit NJDCA or other funded entities from making any award or permitting any award (subgrant or

contract) at any tier to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs subject to 2 CFR Part 2424.

- Each program that administers Federal funds must annually document that Recipient Organizations and their Principals have not been suspended or debarred. Prior to entering into any HUD-funded agreement, NJDCA must check all contractors, subcontractors (including sub-tier contractors), consultants, and subrecipients against the System for Award Management (SAM), found at <https://www.sam.gov>.
- In addition, NJDCA requires all of its subrecipients to verify annually, using the System for Award Management (SAM), found at <https://www.sam.gov>, that no contractors who have been debarred by either the State or Federal government are receiving contracts utilizing CDBG-DR funds.

F. Application Process: The Office of Local Planning Services will oversee the competitive application process and program. Grant awards will vary based on the size and complexity of the projects. LPS will determine the amount of the award based on set criteria that will be used to evaluate the application and submitted materials.

The following requirements form the basis for application completeness and review. The information submitted will be scored and ranked based on the points indicated. The maximum score is 100 points. Failure to adhere to these requirements will result in the disqualification of the application.

1. Applicants must provide LPS with a detailed proposal that includes, at minimum, the following:

- a. Narrative discussion that describes and substantiates the need for the project; **(0-10 points)**
- b. A scope of work that: **(0-10 Points)**
- i. Provides a detailed description of each proposed task;
 - ii. Lists meetings, community involvement and outreach, and monthly reporting as individual tasks;
 - iii. Provides a detailed description of the intended project deliverables;
- c. Detailed justification for the selection of the proposed project region. For purposes of this grant opportunity, a region is an area encompassing land in more than one municipality, a county, or more than one county, that is bound together by shared characteristics and regional systems, including, but not limited to: infrastructure, environmental features, housing, or economic activity; **(0-10 points)**
- d. Description of the expected benefits and how these benefits are ready to be tested under real conditions in the project region; **(0-10 points)**
- e. Description of the methodology's replicability in other regions or areas Statewide; **(0-10 points)**
- f. Demonstration that the research initiative or land use modeling developed by the applicant is ready to be applied and utilized for accomplishing the objectives of the proposed project; **(0-10 points)**
- g. Demonstration of the potential of the research project to advance long-term resiliency, preferably through a multimedia presentation.

Alternatively, a presentation with discussion points and visualized potential outcomes can be utilized; **(0-10 points)**

h. Identification of all funding sources that have been leveraged thus far, in addition to future funding that may be leveraged for implementation of the project; **(0-5 points)**

i. A detailed budget itemized by task, indicating hours and cost by project professional and direct expenses, such as reproduction costs (See <http://www.nj.gov/dca/services/lps/SRPAGP.html>); and **(0-10 points)**

j. A project timeline itemized by task, including project milestones and benchmarks. All project activities must be completed and all deliverables submitted to LPS by May 31, 2017. **(0-5 points)**

2. Applicants must secure a letter of interest indicating the governmental unit's willingness to participate, and what support it will provide to the Program, including, but not limited to organizing public meetings, providing meeting space, and providing data to support the project. Submit the letter of interest with the proposal. **(0-10 points)**

NOTE: After the selection process, the applicant(s) awarded grant funding must provide LPS with a resolution adopted by the governing body of each governmental unit participating in the project, officially declaring the governmental unit's commitment to the project. The resolutions will be required before execution of the subrecipient agreement between the selected applicant(s) and NJDCA.

G. Applicant Selection Process: A review panel consisting of Office of Local Planning Services staff will review and evaluate the applications utilizing the point scoring system described in the Application Submission Requirements section above.

The applicants with the three highest scores will be called for an interview as part of the selection process. The interview panel consisting of LPS staff will evaluate the responses to interview questions utilizing a point scoring system. The applicants receiving the highest combined scores for the application and interview will receive grant funding. Applicants will be notified of award on December 11, 2015.

H. Deliverables: The following shall be submitted by the recipients:

1. A report or planning document that:

- Describes the project methodology;
- Describes the project outcomes that advance long term resiliency Statewide or regionally; and
- Provides conclusions, recommendations, and strategies on how the project results can be used to reduce vulnerability and improve resiliency in the project area.

2. Digital and editable copies of all maps, figures, and datasets used for the project and any other work products associated with the project.

Projects must be completed and all deliverables received by the Office of Local Planning Services by May 31, 2017. All data, information, and deliverables for the project will become property of the New Jersey Department of Community Affairs.

I. Inquiries About the Notice of Funding Availability: All inquiries must be made via e-mail to both Carmen.Valentin@dca.nj.gov and Nicholas.Nassiff@dca.nj.gov by November 18, 2015. Inquiries and responses, as well as the NOFA, guidelines, and required documents will be posted at: <http://www.nj.gov/dca/services/lps/SRPAGP.html>

J. Deadline for Submission: The Office of Local Planning Services must be in receipt of one electronic copy of the complete application by 4:00 P.M. EST on November 20, 2015, in order to be eligible for consideration. The complete application must be submitted electronically to Carmen.Valentin@dca.nj.gov and Nicholas.Nassiff@dca.nj.gov

K. Address for Application Submission: Send five hard copies of the application and all of the required documentation postmarked by November 20, 2015 to:

Attn: Nicolas Nassiff
New Jersey Department of Community Affairs
Office of Local Planning Services
P.O. Box 813
Trenton, NJ 08625-0813

LPS will send the applicant a notice of receipt by e-mail. An applicant who submits an incomplete application will be deemed ineligible.

L. Date by which Applicants will be Notified of Award: December 11, 2015.

M. Required Forms and Templates:

1. The following forms and templates are required to be submitted with the application:
 - a. Duplication of Benefits Affidavit;
 - b. Debarment and Suspension Certification; and

c. The Financial Management Plan.

2. The following forms are required from the selected recipient:

a. Monthly Progress Report Form; and

b. Request for Reimbursement Form.