

Smart Move Program

Program Overview and Application Process



DIVISION OF
Disaster Recovery
& Mitigation

Building stronger communities



Agenda

- ▶ Program Overview
 - Eligibility
 - Program Structure
 - Award
 - Program Requirements
- ▶ Application Process
 - Application Review and Selection
 - Subrecipient Agreement



Program Overview

Smart Move Objectives

Risk Reduction

Reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship by removing residents from areas at high risk of flooding.

Recovery

Replace the housing stock damaged or destroyed in the affected areas, where possible, in areas where replacement is not possible, create housing in more sustainable and resilient areas.

Protection

Increase substantiality, energy efficiency, affordability, and resiliency of housing stock that is less susceptible to damage from natural disasters.

Create Opportunities

Create affordable single-family homeownership opportunities that fosters long-term sustainability of communities by building resilient housing.

**Smart Move Program Phase I:
Single-Family New
Construction
Policy**



- ▶ Policy Guidelines can be found on the [Smart Move Webpage](#)
 - ▶ Provides detailed description of the Smart Move Program (SMP).
 - ▶ Program Overview
 - ▶ Eligibility
 - ▶ Application
 - ▶ Housing Development Requirements
 - ▶ Award
 - ▶ Cross-Cutting Compliance
 - ▶ Construction
 - ▶ Closeout
 - ▶ Program Appeals, Complaints, and Conflict of Interest
-

Smart Move Overview



- ▶ A pilot program that will subsidize the development of quality, energy-efficient, resilient, and affordable single-family, owner-occupied housing in lower risk areas within or near disaster-impacted communities.
- ▶ SMP will award competitive grants up to \$15 million to eligible jurisdictions throughout the Most Impacted and Distressed (MID) counties to complete affordable housing developments.
- ▶ Jurisdictions will be responsible for the new construction of housing (Phase I).

Responsibilities: Phase I

DCA

- ▶ DCA will retain oversight of the program, oversee all activities and expenditures of its subrecipients and developers, and ensure all statutory and regulatory program requirements are met.

Subrecipient

- ▶ Enter into a development agreement with a developer.
- ▶ Track and oversee project progress and maintain recordkeeping.
- ▶ Work closely with developers to submit draw requests for reimbursement.

Developer

- ▶ Control the site and retain ownership of the development project through Phase I.
- ▶ Conduct marketing, advertising, and outreach regarding the development.

Funding Source

CDBG-DR Funds

- ▶ The State of New Jersey was awarded \$377,575,000 in Community Development Block Grant-Disaster Recovery (CDBG-DR) funds appropriated by Congress for recovery from Hurricane Ida.

Action Plan

- ▶ New Jersey is using the funds for a range of programs, including housing, infrastructure, planning, and related services. More information about how the funding is being used can be found on the website in the State's CDBG-DR Action Plan.

Smart Move

- ▶ The State is allocating a total \$50,000,000 from the Hurricane Ida CDBG-DR grant to the Smart Move Program.

Eligibility

National Objectives

HUD requires that all CDBG-DR funded activities meet a National Objective which ensures the funding is predominantly used to assist low to moderate income individuals, supports efforts to eliminate slums or blight, and address post-disaster urgent needs

The Smart Move Program will be utilizing the National Objectives below:

- ▶ Low Moderate Income (LMI):
 - Low Moderate Housing (LMH) for housing development & Phase II assistance
 - Low Moderate Area (LMA) for public infrastructure in support of housing
- ▶ Urgent Need

To meet the LMI national objective each project must meet the following:

- ▶ 70% of new homes must be sold to Low to Moderate Income (LMI) qualified buyers (homebuyers with Area Median Income [AMI] below 80%)
- ▶ If the project contains construction of public infrastructure in support of housing, the program will require at least 51% of all households within the service area of the new infrastructure are LMI.

Note: The program may use the Urgent Need National Objective to provide assistance to homebuyers with AMI between 80-120%.

Eligible Applicants

Eligible applicants must be entities located within the 12 Most Impacted and Distressed (MID) Counties:

- ▶ Bergen
- ▶ Essex
- ▶ Gloucester
- ▶ Hudson
- ▶ Hunterdon
- ▶ Mercer
- ▶ Middlesex
- ▶ Morris
- ▶ Passaic
- ▶ Somerset
- ▶ Union
- ▶ Warren

Eligible Entities:

- ▶ Cities
- ▶ Counties
- ▶ Townships
- ▶ Special Districts
- ▶ Federally Recognized Tribal Government

Eligible Activities

At a minimum, projects proposed under Smart Move must:

- ▶ Increase the number and quality of affordable housing units.
- ▶ Be for the purpose of homeownership, this is not a rental program and will not offer single-family rental units.
- ▶ Be one of the three project models (single-family subdivision, scattered-site development, or adaptive reuse & conversion).
- ▶ Replace the housing stock damaged or destroyed in the affected areas, where possible, in areas where replacement is not possible, create housing in more sustainable and resilient areas.
- ▶ Increase substantiality, energy efficiency, affordability, and resiliency of housing stock.
- ▶ Implement innovative design and development typologies, where possible.
- ▶ Reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship by removing residents from areas at high risk of flooding.
- ▶ Conform with all applicable environmental planning and historic preservation laws, regulations, executive orders, and policies.
- ▶ Conform with all applicable State, federal, tribal, and local floodplain and land use laws and regulations.
- ▶ Be CDBG-eligible activities under Section 105(a) of the HCDA, 24 C.F.R Part 570 and CDBG-DR waiver or alternative requirements found in 87 FRN 31636.

Eligible Costs

Examples of eligible costs may include but are not limited to:

- ▶ Land Acquisition - up to 50% land cost eligible for program reimbursement.
- ▶ Clearance/Demolition
- ▶ Soft Costs (A&E, Environmental, Market Analyst, Legal Support, Consultancy Services)
- ▶ Hard Costs
 - Housing Development
 - Infrastructure
 - Resilient Infrastructure
- ▶ Fees
 - Financing Fees
 - Developer Fees (no more than 15% of total development cost)
- ▶ Down Payment Assistance to Homebuyers
- ▶ Local Government Subrecipient Delivery Cost – applicants may request up to 5% of total project award as local activity delivery in the budget.

Ineligible Activities

Activities are not eligible for the use of CDBG-DR funds through the program if they:

- ▶ Do not tie-back or correspond to an identified disaster-related impact
- ▶ Are restricted by the appropriate legislation
- ▶ Are ineligible according to the CDBG-DR requirement and an appropriate waiver has not been granted
- ▶ Are not identified as eligible in the approved State Action Plan
- ▶ Are located in a floodplain
- ▶ Fail to meet a national objective
- ▶ Are illegal

Program Structure

Project Models

This program is designed to construct needed housing in disaster-impacted counties with a lack of available affordable housing. Smart Move will allow applicants to select from one of these three project models:

- ▶ New Construction: Single-Family Subdivisions
- ▶ Infill and Scattered Site Development
- ▶ Rehabilitation/Reconstruction Adaptive Reuse Conversion

New Construction: Single Family Subdivisions Project Model 1

- ▶ The subdivision approval process will be managed by the administrative/governing bodies of the subrecipient's jurisdiction.
- ▶ The subdivision design must meet all applicable federal, state, and local requirements related to subdividing land for residential use.
- ▶ Installation of public infrastructure such as roads, utilities, and other neighborhood improvements are eligible costs. These costs must be clearly broken out from the housing costs in the application to ensure compliance with reporting requirements of HUD CDBG eligible activities.

Infill & Scatter-Site Development Project Model 2

- ▶ This includes the construction of one or more housing units on an existing parcel of land within an existing neighborhood. Examples:
 - Redevelopment of a previously cleared site.
 - Partitioning of oversized lot(s) to allow for greater housing density.
 - Development of a previously undeveloped parcel adjacent to existing public utilities.
- ▶ Expands housing opportunity within existing neighborhoods.
- ▶ Housing development in close proximity to resources LMI households may not typically be able to access easily.
- ▶ Applications must be able to demonstrate the ability to construct at least six (6) LMI housing units on one or multiple non-adjacent (scattered) sites within the jurisdiction of the applicant.

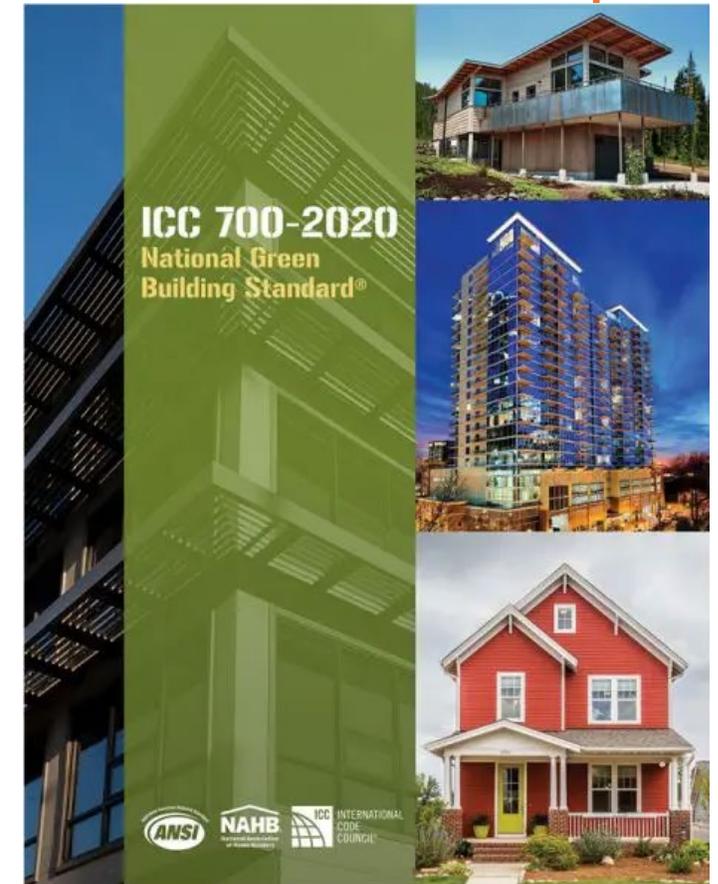
Adaptive Reuse & Conversions

Project Model 3

- ▶ Increases the affordable homeownership stock if opportunities arise to repurpose or convert an existing structure to build affordable ownership housing.
- ▶ Conversion includes the adaptive reuse of existing non-residential structures into housing units.
 - Examples: former school buildings, warehouses, office buildings, etc.

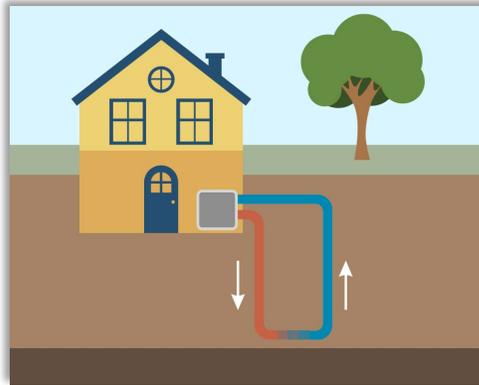
Building Standards

- ▶ All new construction activities must be performed and delivered in accordance with applicable federal, state, and local building requirements.
- ▶ Adoption of [ICC-700 National Green Building Standard](#) and Energy Star as the basis to meet the Green and Resilient Building Standard to achieve the resiliency, energy efficiency, affordability, and quality goals of the Program.
- ▶ All projects must earn a certified rating.



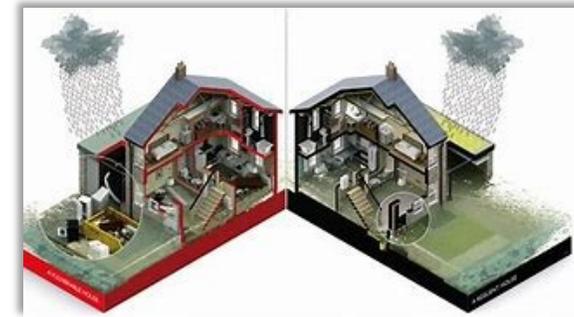
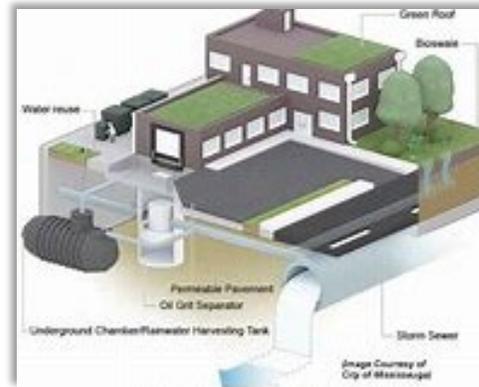
Innovative Design

- ▶ DCA encourages innovative construction solutions to demonstrate new, innovative, creative solutions to complex problems of durable and affordable housing.
- ▶ Examples include structural 3-D printed homes, geothermal heating, electrochromic smart glass, net-zero housing, modular construction, adaptive reuse such as storage container housing, etc.



Resilient Design

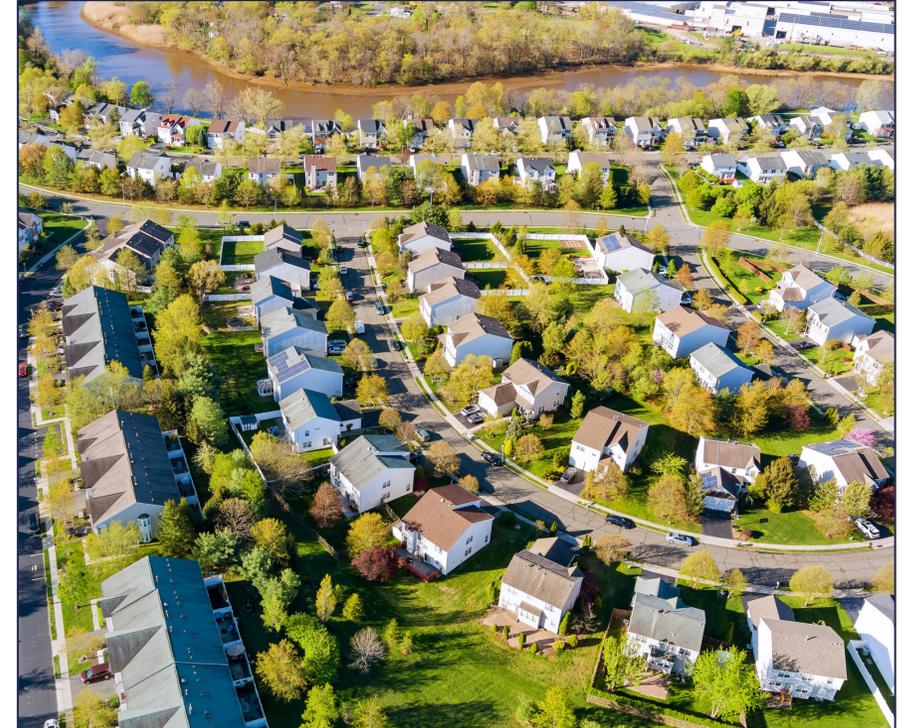
- ▶ Resilient construction solutions include those designed to harden and protect residential structures from hazards, leaving households and communities more resilient and prepared for future climate events.
- ▶ Examples include solar power generation and storage, green roofs, on-site stormwater management, durable and storm-resistant exterior building materials, resilient infrastructure, etc.



Award

Distribution of Funding

- ▶ CDBG-DR funds are appropriated by Congress and administered by the Department of Housing and Urban Development (HUD).
- ▶ HUD allocated DR funds to the State of New Jersey for recovery from Hurricane Ida, which provides funding for the Smart Move Program.
- ▶ Jurisdictions within the MID areas will be competitively selected and then enter into a subrecipient agreement with the State. Once awarded, subrecipients will be subject to all applicable federal, State and local rules and requirements.
- ▶ Subrecipients will receive funding on a cost reimbursement basis upon the terms identified in the subrecipient agreement. **The maximum award will be \$15,000,000 per project.**
- ▶ Subrecipients must verify all costs before submitting invoices to DCA for reimbursement and provide all required reporting and supporting documentation (i.e., grant agreements, contracts and procurement files, program files) requested by DCA.



Sources and Uses

Assessment

- ▶ All activities reflected in the application budget and subsequently funded must meet the program's assessment of reasonable and necessary work.

Cost Projections

- ▶ The cost projections must provide a comprehensive picture inclusive of SMP-funded incentives and all external funding.

Award Adjustment

- ▶ DCA maintains the right to adjust award amounts independent of the budget submitted by applicants during submission.

Developer Incentives

Local governments will be responsible for the management and disbursement of funds to developers in accordance with the Development Agreement. Upon completion of the project, the loans will be forgiven.

The following types of incentives are available up to the maximum project award.

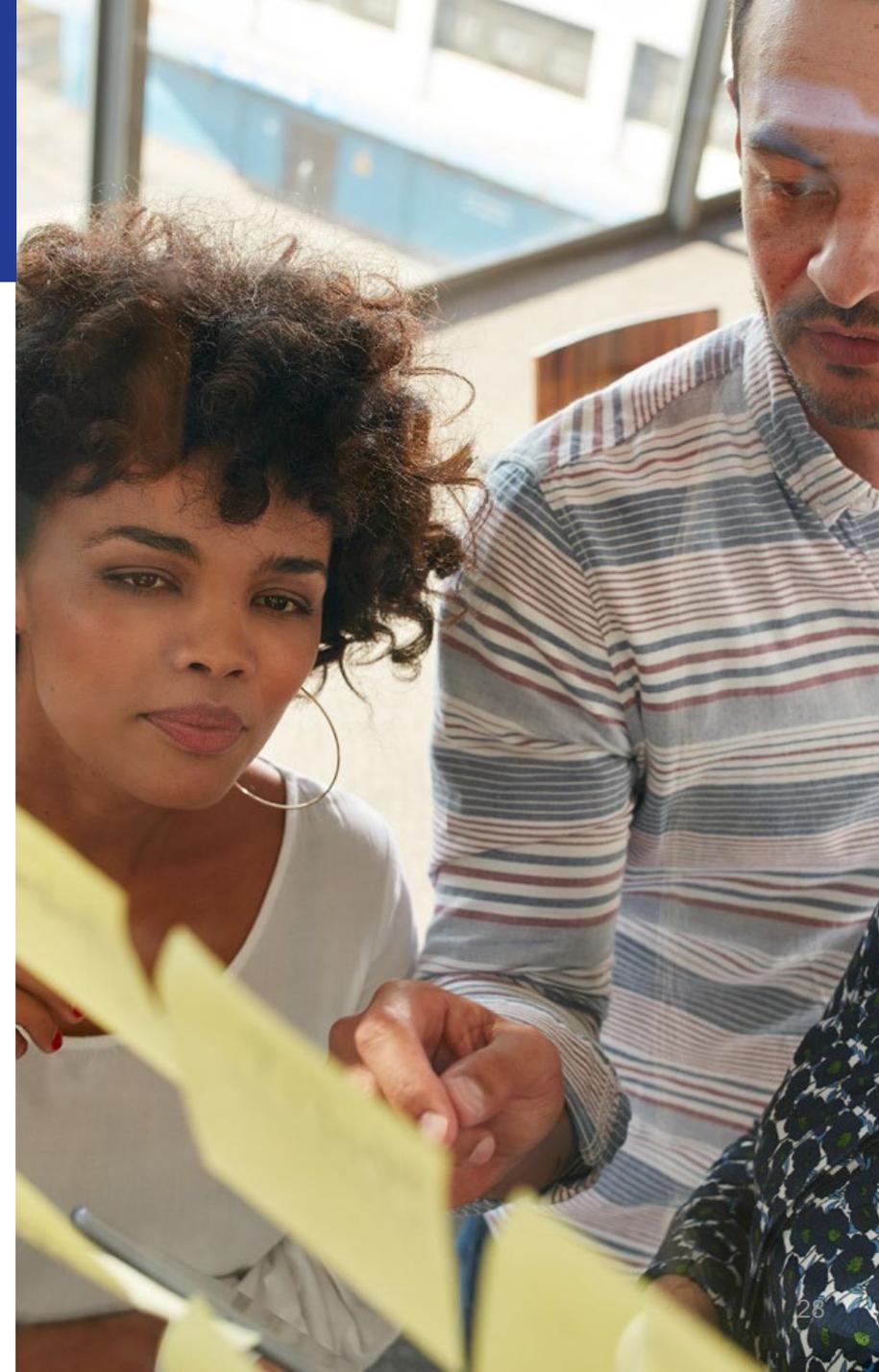
- ▶ **Unit Construction:** DCA will cover a portion of the cost of building each unit (50% of the market sales price for LMI units, 33% of the market sales price for UN units). To be eligible, units must be sold to LMI or UN households.
- ▶ **Infrastructure Development:** DCA may cover up to 100% of the costs associated with developing the standard public infrastructure that directly serves the housing units.
- ▶ **Resilient Infrastructure:** DCA may cover up to 100% of the costs associated with green and resilient infrastructure costs that benefit the development.
- ▶ **Land Procurement:** DCA may cover up to 50% of the land acquisition costs.
- ▶ **Developer's Fee:** Up to 15% of the Total Development Cost may be included in the project budget.

Program Requirements

Public Engagement

Applicants must receive public input on their application through either virtual and/or in-person hearing and allow for a 14-day public comment period, which must be completed prior to the submission of the application. For more information please refer to [DCA's Citizen Participation Plan](#).

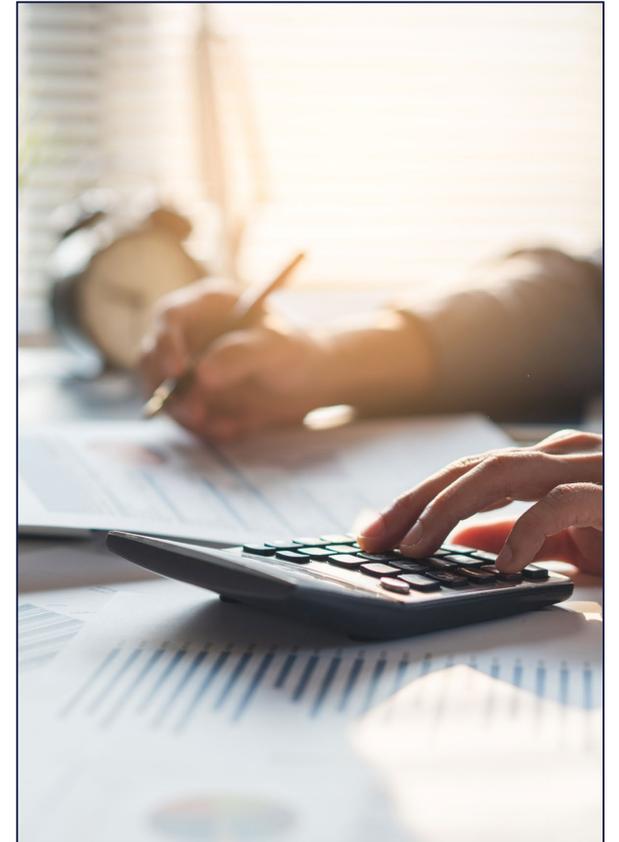
- ▶ Hearings must cover community development and housing needs (including affirmatively furthering fair housing), the needs for LMI households, other development and housing needs, and how the potential activity will address that need.
- ▶ Hearings must also cover the development of proposed activity and application including when the application will be submitted, requested amount of funds, location of the project, and plans to minimize displacement of persons and businesses as a result of the funded activity.
- ▶ There must be reasonable notice of the hearings, and they must be held at times and accessible locations convenient to potential or actual beneficiaries, with accommodation for persons with disabilities.
- ▶ Public hearings shall meet the needs of non-English speaking residents when a significant number of non-English-speaking residents can reasonably be expected to participate.



Duplication of Benefits (DOB) Review

The Stafford Act is Federal law that provides requirements for CDBG-DR funds. It prohibits any entity from receiving duplicative financial assistance for the same disaster recovery purpose from multiple sources.

- ▶ Subrecipients of this program must ensure the Smart Move funds do not duplicate support from other federal, state, and local sources. Smart Move funds, therefore, can supplement other sources of funding for a project but cannot supplant other sources. Funds that are found to duplicate other sources will be recaptured by DCA.
- ▶ To ensure there is no DOB, DCA requires applicants to disclose all other benefits (e.g., cash, in-kind, grants, loans) received, or which will be received for the proposed project. Subrecipients will certify that Smart Move funds will not duplicate other assistance and will provide timely and ongoing updates to DCA about additional funds received for the same purpose as the funded project.
- ▶ Determination of the duplication of benefits (DOB) will be completed by DCA following its Duplication of Benefits Policy 2.10.73.



Environmental Review

- ▶ As the Responsible Entity, DCA will develop all documentation needed for the Environmental Review Record.
- ▶ Specifically, DCA has prepared and obtained the Authorization to Use Grant Funds (AUGF) for Tier I review of the MID counties.
- ▶ When specific sites are identified for implementation of the federal action, DCA will assign an environmental contractor to collect all necessary information and perform site specific review (Tier II).
- ▶ Once the Tier II is completed, DCA will certify the review and funds can be utilized for the cleared project. This allows for the environmental review to potentially modify the project to avoid or mitigate any adverse effects.
- ▶ **Important Note: Neither the subrecipient nor the developer can take any choice limiting actions until DCA has completed their Tier II review and certified that funds can be used for the cleared project.**



State & Federal Requirements

Any entity awarded funds must agree to comply with all applicable federal, state, and municipal laws, rules, and regulations, as applicable to the activities related to the performance under the CDBG-DR grant.

- ▶ Registered with:
 - Federal System of Award Management (SAM)
 - NJ Start
- ▶ Notice of Non-Debarment
- ▶ Single Audit
- ▶ Section 504 Requirements
- ▶ Conflict of Interest & Standards of Conduct policy
- ▶ Civil Rights Act and Fair Housing Act requirements
- ▶ Prohibition on Lobbying
- ▶ Reporting Requirements (Section 3, Financial, Performance)



Application Process

Application Process & Schedule

Milestone	Date
NOFA Posted	October 4, 2023
Application Available	October 4, 2023
Instructional Application Webinar Available	October 6, 2023
Instructional Application Outreach Session	November 15, 2023
Question & Answer Period	October 4, 2023 - March 4, 2024
Application Due	April 4, 2024
Anticipated award(s) Announced	August 15, 2024
Anticipated Contract(s) Executed	Starting December 15, 2024

OFFICIAL SITE OF THE STATE OF NEW JERSEY

DCA Department of Community Affairs

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Smart Move Program

The Smart Move Program is a housing development pilot program that will work with local units of government that have partnered with developers to create quality, energy-efficient, resilient, and affordable single-family housing in lower flood risk areas within or near disaster-impacted communities.

Once the homes are constructed, the program will provide a path to affordable homeownership for Hurricane Ida-impacted residents, so they may stay near their communities. The program will prioritize Blue Acres participants who sold their high-risk properties and income-qualified, first-time homebuyers, offering a discounted final sale price and down payment assistance.

Phase I: Housing Development

Local governments that have partnered with developers **may now apply** with a housing development project. **The application period will be from October 4, 2023 until April 4, 2024.**

Applications will be scored competitively based on cost effectiveness, resiliency measures, innovative housing approaches, and other factors.

[Application Registration for Local Governments](#) [Register as an Interested Developer](#)

Eligible Applicants

Local government units such as cities, townships, and counties, within one of the following most impacted and distressed (MID) counties are eligible to apply to the program: Bergen, Essex, Gloucester, Hudson, Hunterdon, Mercer, Middlesex, Morris, Passaic, Somerset, Union, and Warren

Applicant Registration

- ▶ Interested local governments that are eligible to apply, must first register on the Program Website:

https://www.nj.gov/dca/ddrm/programs/ida/housing_resilient.shtml

- ▶ Upon completing the registration process, you will gain access to:
 - Application Form
 - Supplemental Application Materials
- ▶ All applications must be submitted to SmartMove@dca.nj.gov by 11:59PM EST on April 04, 2024.



2023

SMART MOVE PROGRAM

Notice of Funding Availability (NOFA)

STATE OF NEW JERSEY

DEPARTMENT OF COMMUNITY AFFAIRS

DIVISION OF DISASTER RECOVERY AND MITIGATION

Application Deadline: April 4, 2024

Program Contact: SmartMove@dca.nj.gov

Notice of Funding Availability (NOFA)

Additional information about the program and how to apply can be found in the NOFA on the Smart Move webpage.

- ▶ Program Overview
- ▶ Eligibility
- ▶ Schedule
- ▶ Project Requirements
- ▶ Application Instructions & Guidance
- ▶ Scoring Process & Criteria

Threshold Criteria

- ▶ Application was submitted on time.
- ▶ Application is signed and complete.
- ▶ Applying entity is an eligible city, township, county, special district or federally recognized tribal government.
- ▶ Applicant's project benefits HUD and/or State-identified MID areas.
- ▶ Applicant meets National Objective Requirement(s).
- ▶ Application demonstrated site(s) control.
- ▶ Application indicates development will not occur in a floodplain.
- ▶ Application indicates the development will contain a minimum of 6 units.
- ▶ Application indicates commitment to minimum Green Building Standards.
- ▶ Applicant submitted evidence of Public Notice compliance.

Technical Evaluation Criteria

CRITERIA	POINTS
Project Site	Up to 30 points
Demonstrated Experience	Up to 25 points
Project Readiness	Up to 25 points
Resilient Design	Up to 25 points
Innovative Design	Up to 20 points
Community Need	Up to 20 points
Value of CDBG-DR Investment	Up to 15 points
Community Engagement	Up to 10 points
Mix of Housing Unit Types, Sizes, & Income Levels	Up to 10 points
Leveraging Partnerships	Up to 5 points
Total Points Possible	Up to 185 points

Evaluation Criteria Description

Score Criteria	Description
Project Site (30 pts.)	<p>Assessed on how close the site is to the greatest number of services and amenities (e.g., education, food, health, civic, transit). Projects demonstrated how walkable or accessible to transportation they are and illustrate walkability on a site plan or map of the area.</p> <p>Application Requirement: Supporting Documentation</p>
Demonstrated Experience (25 pts.)	<p>Scored on the partnered developer's ability to demonstrate experience with construction of new housing, housing developments similar in scale to what is proposed, federal funding programs, federal labor standards, compliance, and reporting requirements.</p> <p>Application Requirement: Implementation Plan Worksheet</p>
Project Readiness (25 pts.)	<p>Demonstrated ability to proceed immediately upon award and complete within the program schedule. Project readiness assessed on multiple factors including site control, financial readiness, are all assets needed for the project in place with letters of commitment from lenders or team assets. Project Design development, how far along are architectural and engineering plans.</p> <p>Application Requirement: Written Response and Supporting Documentation</p>
Resilient Design (25 pts)	<p>Project incorporated one or more resilient construction solutions, including those designed to harden and protect residential structures from hazards, leaving households and communities more resilient and prepared for future climate events.</p> <p>Application Requirement: Written Response</p>

Evaluation Criteria Description

Score Criteria	Description
Innovative Design (20 pts.)	Project incorporated one or more innovative construction solutions designed to demonstrate new, innovative, creative solutions to complex problems of durable and affordable housing. Application Requirement: Written Response
Community Need (20 pts.)	Demonstrated local need for additional affordable housing units. Demonstrated a loss of housing units as a result of the disaster. Or demonstrated need for buyout programs designed to reduce future risk. Application Requirement: Market Analysis
Value of CDBG-DR Investment (15 pts.)	Calculated average CDBG-DR investment per housing unit to determine the value of CDBG-DR funds committed to the project. Produced the most housing units at the lowest CDBG-DR cost per unit will score the highest. Note: This calculation will not include the down payment assistance that will be provided to the homebuyers. Application Requirement: Sources and Uses Worksheet
Community Engagement (10 pts)	Demonstrated meaningful community outreach and engagement led to project design based on local housing needs assessments and community input. Application Requirement: Written Response

Evaluation Criteria Description

Score Criteria	Description
Mix of Housing Unit Types, Sizes, & Income Levels (10 pts.)	<p>The Program is committed to providing clean, quality, affordable housing to meet the needs of the community. Applications that demonstrate developing a variety of housing types and sizes and various income levels, (i.e., LMI (up to 80% AMI), UN (up to 120% AMI), and market (no income qualifiers) – with 70% of the units funded by the Program serving LMI households) that align with documented community needs will score the highest. All housing units must be constructed to the same quality and construction standard for all buyers.</p> <p>Application Requirement: Supporting Documentation and Sources and Uses Worksheet</p>
Leveraging Partnerships (5 pts.)	<p>Utilized a variety of funding sources and services allows applicants to best leverage CDBG-DR resources. Considered available resources in designing their project scope and budget such as support from non-profit, and private partners</p> <p>Application Requirement: Written Response</p>

Application Requirements



- ▶ Application Form
- ▶ Sources and Uses Worksheet
- ▶ Implementation Plan
- ▶ Construction Timeline
- ▶ Supporting Documentation

Attachments

- ▶ Public Notice Compliance documentation
 - Newspaper and/or public advertisement; and
 - Meeting sign-in sheets and meeting minutes; and
 - A copy of the comments received during the 14-day comment period.
- ▶ Project Summary documentation
 - Map from NJ DEP's New Jersey Flood Indicator Tool
- ▶ Site Control and Issues with Titleship documentation
 - Any of the following: deed or other proof of ownership; executed lease agreement; executed option to purchase or lease; or other relevant documentation

Attachments

- ▶ Land Use Entitlements, Parcel and Tract Map documentation
 - Documentation of any requirements to acquire, build, subdivide, and dispose of housing units for the identified site; and
 - Full appraisal for developer-provided land (not applicable for land donated by applicant); and
 - If applicable: documentation of any local zoning changes, lien releases, variances and waivers, or other such land use procedures;
 - If applicable: documentation of any applicable documentation regarding any required easements and/or right of way dedications.

- ▶ Project Site Selection and Neighborhood Compatibility documentation
 - Maps; and
 - Photographs; and
 - Other documentation about existing site condition, surrounding land uses, and the availability or need for utilities and public infrastructure to support the proposed housing development.

Attachments

- ▶ Implementation Plan Template
- ▶ Construction Timeline
- ▶ Project Readiness documentation (if applicable)
 - **If applicable:** any supporting documentation as evidence of a shovel-ready project.
- ▶ Market Analysis
- ▶ Sources and Uses Template
- ▶ Site Plans/Schematics

Application Submission



Completed applications must be submitted by April 4, 2024

- ▶ Complete and save each document, including the Application Form, to your computer.
- ▶ Review the Attachment Checklist and check all completed documents.
- ▶ Save each document as ApplicantName_FormTitle (ex. Smallville_ApplicationForm.pdf) or the section the supporting documents correspond to (ex. Smallville_Section C Support.pdf).
- ▶ Zip all Application Documents using a ZIP file program.
- ▶ Name the ZIP file ApplicantNameSMP (ex. SmallvilleSMP.zip)
- ▶ Attach the ZIP file to an email addressed to SmartMove@dca.nj.gov with Subject: SMP Application for ApplicantName (ex. SMP Application for Smallville), then send.
- ▶ Applicants will receive confirmation of receipt of the application packet from DCA via email within 7 days of submission.

Questions and Technical Assistance

- ▶ Send your questions to SmartMove@dca.nj.gov
- ▶ DCA will offer technical assistance on the application process and respond to questions through email.
- ▶ All questions and responses will be updated and published as a FAQ Document on the Smart Move Program Website.
- ▶ Following selection and subrecipient agreement execution, DCA will offer training and ongoing guidance to subrecipients.



Application Review and Selection

Review Process

REVIEW FACTORS AND POINT ALLOCATION

Threshold Review

- ▶ Confirm the minimum threshold criteria is met

Technical Review

- ▶ Review panel will generate composite scores of applications on stated technical score criteria (up to 185) to ensure funded projects respond to goals and objectives of the Smart Move Program.

Final Selection

- ▶ Projects selected for funding by DCA may be offered all or a portion of the total requested funding.
- ▶ DCA will send a Notification of Award to successful applicants which is a preliminary offer to enter into a subrecipient agreement.

Request for Information

- ▶ The review panel may need additional and/or clarifying information to determine eligibility or score a submitted application.
- ▶ Applicants may be given additional time to respond at the program's discretion.
- ▶ Any request for additional information will include a definitive due date for return of the requested information.
- ▶ If an applicant fails to provide the requested information/materials or fails to ask for an extension or assistance, the applicant's response will be closed and disqualified.



Subrecipient Agreement

Award



- ▶ Projects selected for funding may be offered all or a portion of the total requested funding.
- ▶ Once award amounts are determined, DCA will send a Notification of Award to successful applicants, which is a preliminary offer to enter into a subrecipient agreement.
- ▶ Awards are not final until both parties agree to the terms and conditions and execute the subrecipient agreement.

Appeal Process

Appeal activities are processed and reviewed by DCA against program policies and requirements. Appeals will be reviewed by a three (3) person panel, made up of Legal and Regulatory Affairs staff. The panel will make a recommendation to the Deputy Commissioner of DCA, who will make the final appeal determination.

APPEALS:

- ▶ Applicant's name
- ▶ Applicant's mailing address
- ▶ Applicant's telephone number
- ▶ Email address (if available)
- ▶ The reason(s) the decision or action is being appealed
- ▶ Documentation that supports the request to overturn the decision
- ▶ Application number

**Appeals must be submitted in writing to:
Department of Community Affairs
Division of Disaster Recovery and Mitigation
P.O. Box 823
Trenton, NJ 08625-0800
Attention: Legal**

Thank you!



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ADDITIONAL RESOURCES

- ▶ [Smart Move Program Webpage](#)
- ▶ [Smart Move Phase I Policy](#)
- ▶ [Smart Move Phase II Policy](#)
- ▶ [Smart Move NOFA](#)
- ▶ [Smart Move Fact Sheet](#)

Email questions: SmartMove@dca.nj.gov

