

# Smart Move Program Application Form Phase I

## Section A: Project Information

1. Developer Information	
Developer Name	
SAM Unique Entity Number (No dashes or spaces)	
Federal Employer ID Number (No dashes or spaces)	
Developer Street Address	
Developer City	
Developer State	
Developer Zip	
Developer Phone Number	
Developer Website	
Legal Structure (e.g., LLC, LP, Corporation, Partnership)	
Year Established	
Number of Employees	
Primary Contact Name	
Primary Contact Job Title	
Primary Contact Email	
Primary Contact Phone Number	
Secondary Contact Name	
Secondary Contact Job Title	
Secondary Contact Email	
Secondary Contact Phone Number	
<b>Development Team Information</b>	
<b>Attach</b> an organizational chart identifying key team members and their roles.	
<b>Financial Documents</b>	
<b>Attach</b> current financial documents proving fiscal capacity (e.g. liquidity, and/or credit strength).	
<b>Other applicable notes:</b>	



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2. Project Site Information	
Site Street Address	
Site City	
Site County	
Site State	
Site Zip	

## Section B: Threshold Review

The threshold review process determines whether the application is complete and eligible to be considered for funding. **To progress to Technical Scoring, all requested documentation listed below must be provided.**

### 1. Insurance and Coverages

**Attach** Insurance and Coverages documentation (i.e., Builder's Risk, Course of Construction, Casualty, Fire, Hazard, Liability, Worker's Compensation)

### 2. Letter of Municipal Support

**Attach** a letter of municipal support. The letter must meet the following criteria:

- Printed on official municipality letterhead.
- Identify the developer for the project.
- Identify the site location.
- Signed by an authorized official.

### 3. HUD and/or State-identified MID Counties

Select the county where the project is located.

### 4. National Objective Requirement

Target Percentage:

**Attach** the *Program Sources and Uses Form* and indicate the LMI and/or UN homes within the development. During Technical Scoring, applications that align more closely with the 70% LMI, 30% UN ratio will receive higher scores.

For projects involving Program funded infrastructure, a minimum of 51% of the development must be occupied by LMI households.



## 5. Demonstrated Site Control or Acquisition Plan

Date site control was obtained	
Expiration date of site control (if applicable)	

**Attach** any of the following documentation to demonstrate site control:

- Deed or other proof of ownership.
- Executed option to purchase.

Note: Acting on such option prior to the completion of the Environmental Review will constitute a choice limiting action, therefore applicants should ensure that options to purchase allow sufficient time for DCA to both review applications and conduct all required compliance. Applicants may need to extend options to prevent any violation of HUD environmental regulations.

Other (explain below):

### Acquisition Plan

Is residential housing an eligible land use for the proposed site? Answering “Yes” means there are no entitlements or restrictive covenants preventing such development.

If “No” is selected, provide a detailed outline of the steps necessary to make the parcel developable by documenting correct local zoning changes, lien releases, variances and waivers, or other such land use procedures. **Attach** all applicable documentation.

Outline the requirements to acquire, build, subdivide and dispose of housing units for the identified site. **Attach** all documentation. Details should include information on the following (as applicable):

- Lot line adjustments
- Survey irregularities and geotechnical deficiencies.
- Preliminary and final tract maps.
- Housing development sketches (e.g., site plans or conceptual drawings)

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Will easements and/or right of way (ROW) dedications be required as part of the subdivision development process?

If so, **attach** any applicable documentation regarding those required easements and/or ROW dedications. Indicate if such easements/ROW dedications will be voluntary or involuntary. Note that all projects must adhere to the federal Uniform Relocation Act requirements.

If the developer will be seeking reimbursement for acquisition, **attach** a copy of an independent, full appraisal of the property's market value.

## 6. Outside of Floodplain

Will your project be located outside of the 500-year floodplain and the inland or coastal climate adjusted floodplain, as defined by the State of New Jersey Department of Environmental Protection?

**Attach** a map of the project site using the [DEP New Jersey Flood Indicator Tool](#).

## 7. Minimum of 6 Units & Eligible Project Model

Does the project contain a minimum of six (6) single family housing units?

Project Model will be one of the following:

## 8. Green Building Standards

All projects must comply with HUD's Green Building Standards as required by Federal Register Notices at 87 FR 31636 and as amended by later notice(s). The Program has adopted the ICC-700 National Green Building Standard and Energy Star as the basis to meet the Green and Resilient Building Standard. To ensure requirements are met, the Program will review each project and document the project file.

Will your project comply with HUD's Green Building Standards?

## 9. Disaster-Impacted Communities \*

Is the development in an area within or near disaster-impacted communities that are participating in buyout programs?

## 10. Project Schedule

**Attach** a detailed project schedule that reflects all aspects of development from predevelopment, construction, and sale of the housing units. The schedule must reflect the developer's ability to complete the project within the funding and expenditure timeframes and must demonstrate the developer's ability to perform in accordance with the schedule.

## Section C: Technical Scoring

**Applications that meet the minimum threshold criteria will then be reviewed by a panel as part of a technical scoring process.** The technical scoring process will be used to compare all applications consistently using the established scoring criteria.

\* The list of Disaster-Impacted Communities can be found in Appendix 2 of the Notice of Funding Availability (NOFA).



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## 1. Project Site

The application will be scored on how close the project site is to services and amenities such as access to food, health and wellness services, education and cultural sites, transportation, retail, community, and civic facilities.

Applicants should demonstrate the project's walkability or accessibility to transportation and illustrate these features on a site plan or area map.

**Attach** maps, photographs, and documentation about the existing site conditions, the surrounding land uses, and the availability or need for utilities and public infrastructure to support this proposed housing development.

Are there any known or identified negative/adverse site features or environmental constraints?

Note: In general, such adverse site conditions identified below will be confirmed in the Environmental Review, but applicants should pay close attention to sites with potential issues related to noise, and environmental justice when siting new housing developments.

If yes, outline the negative/adverse site features below:

## 2. Demonstrated Experience

Applications will be scored on their Development Team's demonstrated experience with construction of new housing developments similar in scale to the proposed project. Additional scoring considerations include experience with other federally funded programs, federal labor standards, and compliance and reporting requirements.

List three representative projects that demonstrate your organization's experience with the criteria outlined above.

<b>Project 1 Title</b>	
<b>Project 1 Description</b> (Include project scope (unit size and number), general goals (i.e. affordable housing, green building, modular, etc.), and unique features.)	
<b>Project 1 Location</b>	
<b>Project 1 Duration</b>	
<b>Project 1 Budget</b>	
<b>Project 1 Reference</b>	
<b>Project 1 <u>Attach</u> Photos</b>	

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<b>Project 2 Title</b>	
<b>Project 2 Description</b> (Include project scope (unit size and number), general goals (i.e. affordable housing, green building, modular, etc.), and unique features.)	
<b>Project 2 Location</b>	
<b>Project 2 Duration</b>	
<b>Project 2 Budget</b>	
<b>Project 2 Reference</b>	
<b>Project 2 <u>Attach</u> Photos</b>	

<b>Project 3 Title</b>	
<b>Project 3 Description</b> (Include project scope (unit size and number), general goals (i.e. affordable housing, green building, modular, etc.), and unique features.)	
<b>Project 3 Location</b>	
<b>Project 3 Duration</b>	
<b>Project 3 Budget</b>	
<b>Project 3 Reference</b>	
<b>Project 3 <u>Attach</u> Photos</b>	

### 3. Value of CDBG-DR Investment

While each project will have unique design and development characteristics, the Program will calculate the CDBG-DR investment based on the square footage of the development. Applications that produce the most square-footage at the lowest CDBG-DR cost will score the highest.

Applicants must complete and **attach** the *Program Sources and Uses Form*, as the Program will use this form to calculate the CDBG-DR Investment.

### 4. Project Readiness

Projects that demonstrate their ability to proceed immediately upon selection will receive the most points. Project readiness will be assessed on multiple factors including site control (is the property currently owned by the development team or will an acquisition be required), financial readiness (are all required assets in place with letters of commitment from lenders), and project design (how far along are architectural and engineering plans).

Indicate the anticipated or actual date of plan completion:	
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Shovel ready projects or projects that are in a considerably advanced stage of progress to be able to commence construction after selection will be prioritized. Project readiness will include substantial completion of the following: NEPA/Environmental, local zoning/ entitlement approvals, approval of construction drawings, and building permit readiness.

Is the project “shovel ready”?

Provide a description of the status of the project below, and **attach** any supporting documentation as evidence of a shovel-ready project:

## 5. Resilient Design

To receive points for this criterion, the application must describe below how the project incorporates 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. Some examples are solar power generation and storage, green roofs, on-site stormwater management, durable and storm-resistant exterior building materials, etc.

Describe how the project incorporates resilient infrastructure within the development. Examples include but are not limited to the following: permeable and porous pavements, bioswales, rainwater harvesting, downspout disconnection, bioretention cells to hold water on-site, infiltration basins, and land/habitat conservation and the use of open spaces to reduce stormwater runoff and sewer overflow.

## 6. Innovative Designs

To receive points for this criterion, the application must describe how the project incorporates one or more innovative construction solutions designed to demonstrate new, innovative, creative solutions to the complex problems of durable and affordable housing. Such innovative design examples include, but are not limited to, structural 3-D printed homes, geothermal heating, electrochromic smart glass, net-zero housing, modular construction, adaptive reuse such as storage container housing, etc.

## 7. Community Need

Applicants must demonstrate the local need for additional affordable housing units. **Attach** a required Market Analysis that includes the following:

- Documents the need for local, affordable housing units.
- Evaluates various aspects of the market conditions affecting the development such as economic conditions, housing supply and demand, market trends such as pricing, existing resale inventory, and absorption rates, distance from public services, the capacity of the community to support the new development, and other factors that may impact the proposed project.
- Synthesizes and interprets the data with relevant conclusions to housing needs, the relevancy of the project to the market, and how the project addresses such needs. Supports and is consistent with the applicant's proposed development design, mix of housing type and size, and sales price per unit.
- Is completed by a certified/licensed market analyst.

## 8. Proximity to Buyout Properties

The program will place a priority on developments located within or near buyout locations. Projects that are closer to buyout locations will receive more points. **Attach** maps and/or documentation to demonstrate the proximity of the project to buyout locations.

## 9. Target Percentage

Applicants will be required to **attach** a *Program Sources and Uses Form* and indicate the LMI and/or UN homes within the development. Applications that align more closely with the 70% LMI, 30% UN ratio will receive higher scores.



## Section D: Acknowledgements

Read, then sign and date below before submitting this application. Your application is not considered complete if not signed or dated. By signing, you agree to the statements below. After signing, please email your completed application to the NJ DCA at [SmartMove@dca.nj.gov](mailto:SmartMove@dca.nj.gov). **Note:** timely submission is contingent upon receipt of the application by the Program, NOT the signature date below.

- I understand that participation in the Smart Move Program is voluntary in nature, and that I am under NO obligation to participate. I may elect not to proceed at any time before signing an agreement.
- I understand that an Environmental Review must be completed before a Notice to Proceed can be issued or construction can begin. Once the application is submitted, choice-limiting actions as defined at 24 CFR 58.22 are prohibited until NJ DCA approves the Environmental Review, the application is rejected, or it is withdrawn.
- I understand that if selected as the developer, my organization:
  - Must comply with ICC-700 National Green Building Standards, Energy Star, and any applicable accessibility requirements, as required, 24 C.F.R. Part 8, which implements Section 504 of the Rehabilitation Act of 1973, and the Uniform Federal Accessibility Standard (UFAS).
  - Must comply with all applicable local, state, and federal design and construction standards, and all applicable building and residential standards adopted by the DCA, such as green and energy efficiency standards, resiliency, and mitigation measures.
  - Must adopt affirmative market procedures in the form of an Affirmative Fair Housing Marketing Plan. For additional guidance, please refer to [HUD's FHEO Handbook](#).
- I understand that I am applying on behalf of the developer and am the project point of contact. As of the time of this application, I have disclosed all financial assistance received to date, or those funds which will be received or are reasonably expected to be received for this proposed project.
- I understand that failure to provide sufficient supporting documentation may result in the application being deemed incomplete or otherwise the score reduced in accordance with the missing information.
- I understand that only the application form itself and requested attachments will be scored. Any documents submitted with the application that were not requested will not be scored.

By signing below, I acknowledge that the information provided in this application is accurate and complete, and that I am authorized to sign on behalf of the developer.

**Print Name**

**Title**

**Date**

**Signature:** \_\_\_\_\_

*Please refer to the checklist on the next page to ensure that all requested attachments have been submitted.*

## Section E: Attachment Checklist

This checklist is to ensure the following required documentation is attached:

### Section A: Project Information

#### 1. Developer Information:

An organizational chart identifying key team members and their roles.

- Current financial documents proving fiscal capacity (e.g. liquidity, and/or credit strength)

### Section B: Threshold Review

#### 1. Insurance and Coverages:

- Insurance policies documenting appropriate insurance coverages.

#### 2. Letter of Municipal Support:

- A Letter of Municipal Support.

#### 4. National Objective Requirement(s):

- Program Sources and Uses Form.*

#### 5. Demonstrated Site Control or Acquisition Plan:

- Any of the following documentation to demonstrate site control:
  - Deed or other proof of ownership.
  - Executed option to purchase.

- All applicable documentation (any local zoning changes, lien releases, variances and waivers, or other such land use procedures).

- All applicable acquisition documentation (i.e. lot line adjustments, survey irregularities and geotechnical deficiencies, preliminary and final tract maps, housing development sketches such as site plans or conceptual drawings).

- Any applicable documentation regarding any required easements and/or right-of-way (ROW) dedications.

- An independent, full appraisal of the property's market value if the developer will be seeking reimbursement

#### 6. Outside of Floodplain:

- A map from NJ DEP's New Jersey Flood Indicator Tool.

#### 10. Project Schedule:

- A detailed project schedule that reflects all aspects of development from predevelopment, construction, and sale of the housing units.

## Section C: Technical Scoring

### 1. Project Site:

- Maps, photographs, and documentation about the existing site conditions, the surrounding land uses, and the availability or need for utilities and public infrastructure to support this proposed housing development.

### 2. Demonstrated Experience:

- Photos for three representative projects that demonstrate your organization's experience.

### 4. Project Readiness:

- Any supporting documentation as evidence of a shovel-ready project.

### 7. Community Need:

- Required Market Analysis.

### 8. Proximity to Buyout Properties:

- Maps and photographs to demonstrate the proximity of the project to buyout locations.