

Transitional Aid Application for Calendar Year 2023
Division of Local Government Services
Department of Community Affairs

General Instructions: This application must be submitted in its entirety by March 31, 2023, for funding consideration under this program. Information contained in the application is subject to independent verification by the Division. Refer to Local Finance Notice 2023-3 when preparing this application for specific instructions and definitions and review the Submission Checklist on Page 19 of this application and listed on Page 7 of the Local Finance Notice.

Name of Municipality:	City of Camden			County:	Camden
Contact Person:	Tim Cunningham			Title:	Business Administrator
Phone:	(856) 757-7150	Fax:		E-mail:	ticunnin@ci.camden.nj.us

I. Aid History

List amount of Transitional Aid received for the last three years, if any:

CY 2022	CY 2021	CY 2020
\$18,955,000	\$19,250,500	\$22,300,000

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

Amount of aid requested for the Application Year:	\$18,955,000
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If not seeking a decrease, a letter from the Mayor is required. See Local Finance Notice 2023-3

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
2022 Annual Financial Statement	02/12/2023
2021 Annual Audit	10/03/2022
2021 Corrective Action Plan	12/05/2022
Application Year Introduced Budget	03/02/2023
Budget Documentation Submitted to Governing Body	02/28/2023

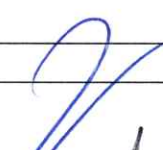
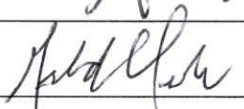

IV.A Application Certification

The undersigned herewith certify that they have reviewed this application and, individually, believes the contents to be true and accurately portray 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		03/28/2023
Governing Body Presiding Officer		03/28/2023
Chief Financial Officer		03/28/2023
Chief Administrative Officer		03/28/2023

IV.B CY 2022 Transitional Aid Recipients Applying in 2023

CY 2022 Municipalities operating under a Memorandum of Understanding ("MOU") must certify that they are in substantial compliance with all conditions and requirements of the MOU.

Official	Signature	Date
Mayor/Chief Executive Officer		03/28/2023
Governing Body Presiding Officer		03/28/2023
Chief Financial Officer		03/28/2023
Chief Administrative Officer		03/28/2023

Application Year: CY2023	Municipality: Camden	County: Camden
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V-A. Explanation of Need for Transitional Aid

Explain the circumstances that warrant 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 jeopardize the fiscal integrity of the municipality.

The City of Camden has been fiscally distressed for many years, as we are all very much aware. By now planning budgets with a 5-year trend and a 5-year projection we have a better understanding of the challenges we will face, and are able to plan for the solutions.

Requesting to hold Transitional Aid at the same \$18,955,000 that was received in 2022 allows for a balanced 2023 budget, even in light of the rapid rate of inflation globally. However, success in 2024 and 2025 will determine the long-term stability of the City. For 2024 we face a \$4.5 million deficit and then a \$17.3 million deficit for 2025, \$21.8 million in the aggregate. It should be noted that this deficit existed in the 2022 budget but was pushed forward by the use of \$20 million from Trust Fund Reserves for Health Benefits. 2023 includes \$15 million and 2024 includes \$10 million in Reserves, at which point the full Trust Fund Health Benefit Reserve balance will be exhausted.

The City, on paper, does have a large Surplus balance that could provide relief while transitioning into a long term financial plan. However, it must be noted that roughly \$45 million of that balance was created by adjusting the Metro Police Contract to a Calendar Year Budget and must be reserved from Surplus to be available to make payments to the County in January and April of each year.

Utilizing Surplus as Revenue in any amount in excess of what can be anticipated as actual operations should only be considered as a short-term solution, and one representative of a Camden before it fully partnered with the State in an embrace of fiscal discipline and responsibility.

To sum up the financial position, the City has a \$40,755,000 structural deficit (\$18,955,000 TA + \$21,800,000 projected deficit). This structural deficit is over 20% of the \$200 million operating budget. Reducing the amount of TA in the 2023 budget would have an adverse long-term impact.

The City also operates a Water and Sewer Utility which is the cause of significant fiscal stress. The 2023 Budget includes a \$2,620,270 subsidy from the Current Fund in order to balance operating costs of the Water and Sewer Utilities. The City is conducting a study of water and sewer rates to determine the optimal path forward. The City will work closely with the contract operator to increase revenue collections and control operating costs. This is necessary to protect this essential asset and help return to a self-supported operation.

New Environmental Regulations from the State and Federal governments over water quality have not been friendly to the City's fiscal health. A reduction in the allowed parts per million of PFAS has forced the closure of one Water Treatment Plant creating an additional \$3 million a year cost to purchase water. \$55 million will be needed in order to fund the capital improvements to bring the Water Treatment Plan back on-line in accordance with the stricter standards, and cease the water purchases. In addition, Lead Service Line replacements required and unfunded by State Statute will cost the City \$106 million. On a smaller scale comparatively, but significant undisputedly, there are roughly \$40 million in other deferred and unfunded Water and Sewer capital needs. It is important to note that the City has procured a grant writer to secure State and Federal funds as a funding solution for these needs.

The City has planned solutions to continue its improvement, including planned, and well-advertised, building expansions that will bring significant tax dollars into the City. Evidence from increased Construction Code permits as well as the ratable base increasing by 1.1% for 2023 is evidence to support that real growth has begun. If the City is supported in its plan to cover the gap between the 2023 City Budget and when tax revenue from the development begins to materialize, the City will then be in strong fiscal shape. To help the City bridge that gap, we ask for continued Transitional Aid at the same funding level as was received in 2022.

V-B. Demonstration of Revenue Loss/Substantial Cost Increase

Show: (1) specific, extraordinary revenue losses, but not as the aggregate of many revenues line items; and (2) specific, extraordinary increases in appropriations, but not as the aggregate of many appropriation line items. Describe the item in 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	2022 Value	2023 Value	Amount of Loss/Increase
Water & Sewer Subsidy	0	\$2,620,270	\$2,620,270
Description:	Appropriation – Current Fund covering Water/Sewer Deficits. Both Water and Sewer Rates will need to increase to be self-liquidating. It is anticipated that this will be phased in over a period of 4 years along with other operational measures previously stated.		
Trash Collection	\$9,190,000	\$13,500,000	\$4,310,000
Description:	Appropriation – Waste Management, the City's contracted hauler, has expressly communicated desire to end their contract with the City. Transition contracts have included huge cost increases. A 50% increase is necessary for 2023. Unfortunately, other large haulers also lack interest in contracting with the City. We are soliciting proposals from various smaller trash haulers to split the city collection into various geographic areas, in hope of receiving competitive proposals. If such a plan is successful, we are projecting a \$12,000,000 cost for 2024 with the revised multi-hauler plan, a \$1.5 million decrease from 2023 but still \$2,810,000 over the 2022 Budgeted amount.		
Health Insurance	\$2,500,000	\$5,800,000	\$3,300,000
Description:	While the cost of Health Insurance only increased by \$300,000 (1.3%), the use of available Trust Fund Reserves dropped from \$20,000,000 to \$15,300,000. The remaining Trust Fund Reserves, estimated to be \$10,700,000, will be used in support of the 2024 City Budget, thus creating a significant challenge to balance both the 2024 and 2025 budgets. The 2025 Health Benefits budget is projected to be \$22,895,000 in comparison to \$2,500,000 in 2022.		
Salaries	\$48,192,500	\$44,624,199	\$3,568,301
Description:	An 8.0% increase in total Salaries is a result of settling all three labor contracts (CWA and two units represented by IAFF). Also, there was a historical practice of not budgeting approved, but vacant positions. However, all approved positions are now responsibly budgeted in 2023. There were quite a few approved budgeted positions in 2022 that were not budgeted, but then filled, late in 2022. Because it is not good practice to reduce a budget for items that have been approved for spending, that practice is no longer followed.		

V-C. Actions to Reduce Future Need for Aid

Detail the steps the municipality is taking to reduce the need for future aid. Include details about shared services and consolidation, 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.

These steps should demonstrate initiatives taken to bring structural balance to the Municipality's finances and shall include, but are not limited to the following:

Use additional pages if necessary

- Efforts to bring economic development to the Municipality; and
- A plan to constrain or reduce staffing costs through collective negotiation, attrition, consolidation, restructuring, or other personnel actions; and
- A plan to eliminate, reduce or constrain the costs of non-essential services and activities; and
- A plan to maximize recurring revenues, including, as appropriate: updating fees, fines and penalties; maximizing enforcement of delinquencies; and selling surplus land and property; and
- A plan to address findings contained in various audits, investigations, and reports with respect to the Municipality, including municipal audits, applicable State Comptroller and State Auditor reports and audits, federal program audits, and other audits as identified by the Director.

Economic Development – Cooper Hospital has announced plans for a \$2 billion expansion. This will double the existing \$1.7 billion ratable base. However, because of the large scope of this project it will be a few years before the City can realize the full benefit. Until then, the continued effort to bring other businesses into the City and expand other existing businesses remains at full speed. PILOTs have proven to be an effective tool. Revenue from PILOTs increased by \$3,315,952 in the 2023 budget. Development growth is also evidenced by an increase in Building Permits, with revenue there increasing by \$350,000 (from \$850,000 in 2022).

All labor contracts were settled in 2022 with COLA increases to the guides of an average of 2.50% to 2.75%. Of course, progression within the guides leads to a much higher percentage of salary growth. However, the certainty in Labor Costs over the next few years is very helpful in planning budgets.

Given the challenges presented by the projected 2024 and 2025 budgets, all programs, and assigned staff, will be examined as we move forward in 2023. Efforts will always continue with the goal of maximizing every dollar of revenue.

Revenue Enhancement includes a more aggressive approach at actively reviewing PILOT receipts against their contracts and audits. Fees will be reviewed as to appropriate amounts.

Tax Collections is an area of success. By aggressively foreclosing upon City-held Liens, properties are made available for development and taxes are made current. The Tax Collection percentage has increased in each of the last three years resulting from enforcement efforts and is now greater than 90%. These concerted efforts will continue to bring the collection percentage as close to 100% as is reasonable.

Application Year: CY2023	Municipality: Camden	County: Camden
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Of course the City will continue to value and follow all advice provided by the Director and State Comptroller.

Application Year: CY2023	Municipality: Camden	County: Camden
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V-D. Discussion of Health Benefits

Skip this section if using SHBP. If not using SHBP, explain why the municipality's current health benefits plan is cheaper, or what other reasons exist to reject this alternative. Additionally, list all brokers (primary broker or risk manager, all co-brokers, and sub-brokers) together with their compensation for the current and prior two fiscal years. Compensation must be disclosed in this section whether provided directly by the municipality or as a commission from the insurance provider. It is the municipality's right, and obligation, to determine whether the broker is compensated with commission in order to fully complete this section. If commissions are being earned, provide both how the commission is calculated (percentage of premium or self-insurance) and the actual \$ value of the commission received in each year.

The City was able to hold the gross annual Health Insurance Cost at essentially the same amount in 2023 as was paid in 2022. This was possible by use of a competitive process to procure Health Insurance. The City was able to avoid a 20% increase by leaving the State Health Benefits Plan effective 1/1/2023.

The Health Insurance Broker of Record is Conner Strong and Buckelew. Their cost for services is \$200,000 for 2023 which is included in the City Appropriation (cost) for Health Insurance. Cost to provide service was determined by a competitive Request for Proposals (RFP). There were no costs for these services in prior years because the City was in the State Health Benefits Plan, but these current costs are far outweighed by the savings they secured for the City, especially compared to the cost of remaining in the State Health Benefits Plan.

Application Year: CY2023	Municipality: Camden	County: Camden
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VI. Historical Fiscal Statistics

Item	2021	2022	Introduced Application Year
1. Property Tax/Budget Information			
Municipal tax rate	\$1.655	\$1.679	\$1.710
Municipal Purposes tax levy	\$28,374,192	\$28,804,194	\$29,663,495
Municipal Open Space tax levy	None	None	None
Total general appropriations	\$196,659,892	\$205,846,226	\$192,400,692
2. Cash Status Information			
% Of current taxes collected	89.02%	90.37%	
% Used in computation of reserve	91.26%	89.00%	90.00%
Reserve for uncollected taxes	\$5,145,754	\$6,687,237	\$6,116,855
Total year end cash surplus	\$12,255,790	\$77,087,837	
Total non-cash surplus	\$17,165,573	\$78,954,678	
Year-end deferred charges	\$4,909,783	\$1,866,841	
3. Assessment Data			
Assessed value (as of 1/10)	\$1,714,453,640	\$1,715,414,483	\$1,734,341,564
Average Residential Assessment	\$57,820	\$57,260	\$58,565
Number of tax appeals granted	59	29	
Amount budgeted for tax appeals	None	None	None
Refunding bonds for tax appeals	None	None	None
4. Staffing Levels			
Total Number of Sworn Police -			
Total S&W Expenditures			
Class 2 and Class 3 Officers			
Total S&W Expenditures			
Uniformed Fire - Staff Number	171	188	196
Total S&W Expenditures	\$23,386,000	\$23,506,100	\$25,068,800
Number of Other Full-time Employees	263	268	321
Total S&W Expenditures	\$20,098,900	\$21,118,099	\$23,123,700
Number of Other Part-time Employees			
Total S&W Expenditures			

5. Impact of Proposed Tax Levy

	Amount
Current Year Taxable Value	\$1,734,341,564
Introduced Tax Levy	\$29,663,495
Proposed Municipal Tax Rate	\$1.710
Average Res. Value (#3 above)	\$58,565
Current Year Taxes on Average Residential Value (#3 above)	\$1,001
Prior Year Taxes on Average Residential Value	\$971
Proposed Increase in average residential taxes	30

Application Year: CY2023	Municipality: Camden	County: Camden
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VII. Application Year Budget Information

A. Year of latest revaluation/reassessment

2011

A1. Most current equalized ratio

82.28%

B. Proposed Budget – Appropriation Cap Information

Item	Yes	No
1. Was an appropriation cap index rate ordinance adopted last year? If YES: % that was used	X	
2. Amount of appropriation cap bank available going into this year	3.50%	
3. Is the Application Year budget at (appropriation) cap? If NO, amount of remaining balance	\$26,765,817	
4. Does the Application Year anticipate use of a waiver to exceed the appropriation cap? If YES, amount:		X
	\$17,490,526	
		X
	N/A	

C. List the five largest item appropriation increases:

Appropriation	Prior Year Actual	Application Year Proposed	\$ Amount of Increase
Salaries - Fire	\$22,790,700	\$24,236,300	\$1,445,600
OE - Trash	\$9,190,000	\$13,500,000	\$4,310,000
Fringe – Health Insurance	\$2,500,000	\$5,800,000	\$3,300,000
OE – Utilities / Street Lighting	\$3,367,080	\$4,200,000	\$832,920
SSA – Metro Police	\$82,976,045	\$83,488,685	\$512,640

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

Department/Agency	Position	Number	Dollar Amount
	NONE		

Application Year: CY2023	Municipality: Camden	County: Camden
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- 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	\$30,553,400	\$13,700,028	\$18,750,000	\$50,009,200	\$117,439,214
Second year	\$31,470,002	\$12,623,848	\$18,500,000	\$51,856,600	\$119,691,159
Third year	\$32,414,102	\$12,329,234	\$18,250,000	\$53,320,899	\$121,727,143

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? If so, please identify system being used.	X Edmunds	
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? If not, be prepared to discuss why not in your application meeting.	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	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	N/A	2022	2022	Several Years?
Average total cost percentage increase	%	2.5% + Steps	2.75% + Steps	%
Last contract settlement date		2022	2022	
Contract expiration date		12/31/2024	12/31/2025	

Application Year: CY2023	Municipality: Camden	County: Camden
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2) Explain, if any, actions that have been taken or are under consideration for the Application Year:

Action	Police	Fire	Other Contract	Non-Contract
Furloughs (describe below)				
No				
Wage Freezes (describe below)				
No				
Layoffs (describe below)				
No				

D. Tax Enforcement Practices:

Question	Yes	No
1. Did the municipality complete its accelerated tax sale by December 31, if included in 2023 budget? If not, please include a letter from the tax collector explaining why he/she failed to complete the sale in a timely manner and what the impacts were on cash flow and lost investment earnings.		N/A
2. When was the last foreclosure action taken or tax assignment sale held: Date:	10/11/2022	
3. On what dates were tax delinquency notices sent out in 2022: Date:	2/24, 5/13, 9/5, 12/9	
4. Date of last tax sale: Date:	10/24/2022	

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:

2021	\$183,942	2022	\$808,376	Anticipated Application Year:	\$804,622
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2. List the instruments in which idle funds are invested:

CD 12 month ladder of maturities	\$29 million (current 4.5% average)
Money Market Accounts	TBD
Various CDs	TBD
Demand Deposits	\$100 million (currently at 4.55%)

3. What was the average return on investments during 2022?

0.4%

Application Year: CY2023	Municipality: Camden	County: Camden
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4. Left Blank Intentionally

5. The name and firm of the municipality's auditor?

6. When was the last time the municipality changed auditors?

Bowman & Company
2015

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
CWA	12/31/25	
IAFF – 788	12/31/24	
IAFF – 2488	12/31/24	

H. Tax Abatements. Please provide a detailed discussion of any short-term or long-term tax abatements that are currently in place or are currently being negotiated including the following information:

Project Name/Property	Type of Project	2022 PILOT Billing	2022 Assessed Value	2022 Taxes If Billed in Full at 2021 Total Tax Rate	Term of Tax Abatement
Schedule Attached					
TOTAL		\$3,742,985	\$229,138,700	\$3,847,239	

**IX-A. List actions that limited Salary and Wage costs: i.e., layoffs, furloughs, freezes, contract concessions, etc.
(See item C-3 in Local Finance Notice for details)**

S&W Line Item	Prior Year Actual	Application Year Proposed	Explanation of Change
Police & Fire	24,868,400	26,487,300	Public Safety concerns in a City in need of these services
Municipal Court	1,984,000	1,850,900	Reduction in proposed budget
General Government	2,963,899	3,493,400	
Administration & Finance	3,415,700	4,211,100	
Code Enforcement	2,352,800	2,425,000	Quality of Life violations must be addressed to set a foundation for economic growth
Planning & Economic Development	1,412,400	1,535,600	Investment in this area is needed to ensure future growth
Public Works	5,909,700	6,131,000	Maintaining a very old City infrastructure with significant deferred maintenance
Human Services	1,717,300	2,058,200	Providing services to people in need
TOTAL	44,624,199	48,192,500	

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.

[illegible]

IX-C. Evaluate existing local revenues, as to whether the rates or collections can be increased or imposed, and if so, how changes will be implemented.

Local Revenues and services provided through the General/Current Fund	Check if services are 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 checked="" type="checkbox"/>	No	100%	
Sewer Fees	<input checked="" type="checkbox"/>	Yes		
Water Fees	<input checked="" type="checkbox"/>	Yes		
Swimming Pool	<input checked="" type="checkbox"/>	No	100%	
Uniform Construction Code	<input checked="" type="checkbox"/>	Yes		
Uniform Fire Code	<input checked="" type="checkbox"/>	Yes		
Land Use Fees	<input checked="" type="checkbox"/>	Yes		
Parking Fees	<input checked="" type="checkbox"/>	Yes		
Beach Fees	<input type="checkbox"/>			
Insert other local fees below:	<input type="checkbox"/>			
Land Use Escrow fees for in-house staff	<input type="checkbox"/>			
Land Use Escrow fees for independent contractors	<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.

Type of Service	Name of Contracted Entity	Estimated Amount of Contract	Estimated Savings	Year Last Negotiated (as applicable)
Police	Camden County	83,488,685		2012
Sewer Treatment	Camden County – MUA			1976
Facilities Maintenance	Camden County	122,000		1934
AAO/EEO Compliance Officer	Camden County and Camden Redevelopment Authority	72,000		2020
Ticketing/Towing – abandoned and illegally parked vehicles	Camden Parking Authority	79,000		
SSA and Capital Infrastructure Coordination	Camden County	75,000 Reimbursement		
Water & Sewer Systems	American Water	18,453,039		2016
Trash Collection	Waste Management	10,000,000		

Section XI – Impact of Limited or No Aid Award

Describe in detail the impact if aid is not granted for the current fiscal year. Essential services needs should be given priority. 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 will make absent a grant of aid.**

Rank Order	Department	# Of Layoffs	Effective Date	2021 Full Time Staffing	2022 Full Time Staffing	\$ Amount to be Saved
	The City of Camden cannot effectively provide necessary services to the citizens if any reduction in staffing is effectuated					

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

Rank Order	Service	Cost Savings	Impact on Services
	The City of Camden cannot effectively provide necessary services to the citizens if any reduction in staffing is effectuated		

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 new 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 new 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 is in substantial compliance with the conditions and requirements of the 2022 MOU and is operating in good faith to correct those area of noncompliance that have been identified.

Mayor: _____ Date: 3/28/2023

Chief Financial Officer: _____ Date: 3/28/2023

Chief Administrative Officer: _____ Date: 3/28/2023

XIV. CAMPS Certification (County and Municipal Personnel System - 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 NJ "CAMPS."

Human Resources or Personnel Director: _____ Date: 3/28/2023


Chief Administrative Officer: _____ Date: 3/28/2023

Application Year: CY2023	Municipality:	County:
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XV. CERTIFICATION OF APPLICATION FOR TRANSITIONAL AID

The undersigned acknowledges the municipality must comply with the foregoing requirements to receive Transitional Aid. In addition, included with this application is a copy (printed or electronic) of the budget documentation supporting the budget calculation that was provided to the governing body.

Mayor:  _____ Date: 3/28/2023

Chief Financial Officer:  _____ Date: 3/28/2023

Chief Administrative Officer:  _____ Date: 3/28/2023

APPENDIX A**Submission Checklist:**

- ☒ Signed and certified application
- ☒ Copy of introduced budget, Annual Financial Statement, and budget documentation
- ☒ Organization charts
- ☒ Copies of current labor contracts
- ☒ Copies of salary ordinance/resolutions and any contracts of non-union affiliated individuals
- ☒ Debt service schedules for all municipal obligations, including municipally operated utilities; all listed by payment date
- ☒ For prior recipients requesting level or increased funding, a letter from the mayor explaining why they failed to reduce their need for funding
- ☐ For new applicants, a governing body resolution authorizing application and agreeing to State supervision immediately upon filing of the application.
- ☒ A list of all motor vehicles owned or leased by the municipality (excluding construction equipment and fire apparatus); the agency assigned to its use; if the vehicle is assigned to an individual, the name of the individual; and if the vehicle is used by the individual outside of the regular workday or taken home by the individual
- ☐ A certification that copies of all active collective negotiation's agreements and the cost-out of each have been delivered to PERC. Support documentation regarding the method of cost out must also be provided
- ☒ List of all existing shared service agreements
- ☒ List of documented efforts to share municipal services, including public safety dispatch, code enforcement, public health services, and other services offered by neighboring municipalities, area boards of education, local authorities, or the county, if those costs are less than the current full cost of providing equivalent service

Submission Instructions:

- E-mail electronic forms to dlgs@dca.nj.gov, with "<name of municipality> Transitional Aid Application" in the subject line.
- Submit one copy of the signed application form and any printed documents to:
Transitional Aid Program
Division of Local Government Services
101 South Broad Street
PO Box 803
Trenton, NJ 08625-0803