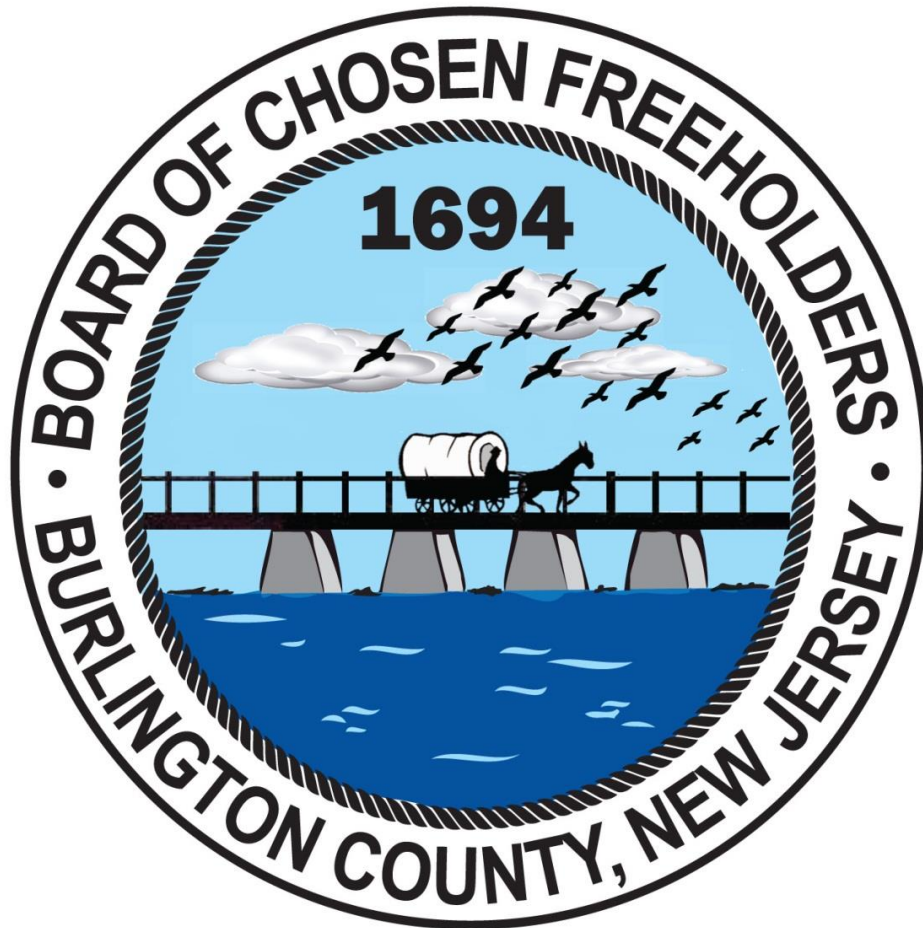


COUNTY POLICIES HANDBOOK FOR SUB-GRANTEES

AN INFORMATION GUIDE



**BURLINGTON COUNTY
COMMUNITY DEVELOPMENT PROGRAM**

BURLINGTON COUNTY
COMMUNITY DEVELOPMENT PROGRAM

COUNTY POLICIES HANDBOOK

TABLE OF CONTENTS

Design Cost Policy	2
Enforcement of Spending Time Limits Penalties for Late Project Completion	3
Reprogramming Request and Approval Policy	4
Every Other Year Application Process	5
Use of Unexpended Funds Request and Approval Policy	6

Community Development Block Grant Program

DESIGN COST POLICY

Community Development Block Grant funds may be used to pay for design costs for eligible projects with the following limitations:

- The amount to be reimbursed for design costs may not exceed the lesser of \$20,000 or 20% of the cost of construction.
- No additional funding will be available for project design. Reimbursement for design costs will come out of the same project grant as the construction costs.
- In the event a project is not completed, the cost for design will be considered ineligible and must be repaid to the CDBG Program immediately. No other CDBG funding will be issued to the sub-grantee for any purpose and no future funding will be approved until the ineligible costs are repaid.
- Sub-grantees are required, in accordance with program regulations, to procure engineering/architectural services through an open competitive process unless they are using permanent full time in-house staff.

Community Development Block Grant Program

Enforcement of Spending Time Limits

Enforcement of the one year time limit on spending is essential to the County meeting the spending deadlines established by HUD. Therefore, the following penalties for late performance became effective in Program Year 1999:

An applicant that did not complete its previous project by the end of the sub-grantee agreement term will have the funding they would normally be granted reduced. The extent of reduction will be 10% for each month of late performance. The Board reserves the option of granting extensions to project completion dates of no more than three months when additional time is warranted. The 10% reduction will not be applied against an extension if the Board considers the extension to be warranted. Applicants that receive an extension and are not completed by the end of the extension will have a 15% reduction for each month of late performance. Extensions to the term of a sub-grantee agreement may also be approved by the Board "for convenience" when a project will not be completed by the original end date. The 10% reduction will be applied to extensions approved "for convenience".

Community Development Block Grant Program

REPROGRAMMING REQUEST AND APPROVAL POLICY

Policy

Requests to change the use of funds from an approved project to another project or to change the nature, purpose or location of an activity are considered reprogramming requests. Reprogramming requests will only be considered for approval when the requested change will not delay expenditure of the funds beyond the date assigned for completion of the original project. Reprogramming requests must be submitted at least eight (8) months before the end of the sub-grantee agreement term.

Procedures

Each year the cutoff date for acceptance of reprogramming requests will be set based on the eight month policy. Requests must be submitted following the guidelines for submitting new projects found in the Preapplication and Guide Package. Applicants may submit a draft application for a staff determination of eligibility before holding the required public hearing. The application must be complete, including documentation from the public hearing, by the eight month deadline. The request must demonstrate that the project can be completed and the final voucher submitted by the date assigned for completion of the original project.

Approval Process:

Requests will be reviewed by staff and only forwarded to the Board with a recommendation for approval if the policy is met. When the staff finds a request does not meet the policy standard, the recipient will be notified in writing that the staff can not recommend approval. The recipient may submit a written appeal to the staff's determination within 20 days. If the appeal is not received or post marked within 20 days of the signed certified receipt, the appeal will be automatically denied. Appeals received on time will be forwarded to the Board with the staff's recommendation.

If an appeal is not received within 20 days or if the Board upholds the staff recommendation to disapprove a request, the disposition of funds will be as follows:

Reprogramming Request Denied:

Recipients may rescind their reprogramming request and retain the funding for their original, approved project provided the terms of the sub-grantee agreement can be met. Funding that cannot be used for its approved project within the time frame of sub-grantee agreement will revert back to the County.

Community Development Block Grant Program

EVERY OTHER YEAR APPLICATION PROCESS

The Every-Other-Year Application Process precludes any municipality or non-profit organization from applying for CDBG funds in two consecutive years. Applicants will have the opportunity to apply only every other year. On-going public services will be excepted and will be allowed to apply annually so there will not be an interruption in services.

In order to assure that the County meets its spending deadlines, the period for sub-grantees to expend their allocations will be limited to one year. The one year limit for expenditure of funding will be strictly enforced in accordance with the Enforcement of Spending Time Limits policy stated on page two of this Handbook.

To implement the every-other year process, in 1999 the first 20 municipalities, the top half of the alphabetical listing, were eligible to apply for funding. In the year 2000, the second tier, those in the lower half of the alpha list, were eligible to apply. A similar division will be used for non-profit organizations: Those in the top half of the alphabet, A through M, could apply in 2015 and those in the lower half, N through Z, could apply in 2016. Those already being funded for ongoing public services may apply each year and will not experience any increase as a result of the every-other year process.

ON-GOING SERVICE PROJECTS	
Project	Sub-Grantee
Operations of Abused Women’s Shelter	Providence House
Housing Counseling	Clarifi
24-hr Emergency Housing Hotline	Catholic Charities/Emergency Svcs.
Senior/Disabled Transportation	SEN-HAN

A listing of the municipalities and the years they are eligible to apply follows below:

ODD GRANT YEAR	EVEN GRANT YEAR
Bass River Township	Medford Lakes Township
Beverly Township	Moorestown Township
Burlington City	Mount Holly Township
Burlington Township	Mount Laurel Township
Bordentown City	New Hanover Township
Bordentown Township	North Hanover Township
Chesterfield Township	Palmyra Borough
Cinnaminson Township	Pemberton Borough
Delanco Township	Pemberton Township
Delran Township	Riverside Township
Eastampton Township	Riverton Township
Edgewater Park Township	Shamong Township
Evesham Township	Southampton Township
Fieldsboro Township	Springfield Township
Florence Township	Tabernacle Township
Hainesport Township	Washington Township
Lumberton Township	Westampton Township
Mansfield Township	Willingboro Township
Maple Shade Township	Woodland Township
Medford Township	Wrightstown Borough

Community Development Block Grant Program

USE OF UNEXPENDED FUNDS REQUEST AND APPROVAL POLICY

Policy

Requests for use of unexpended funds remaining from a completed project for another project will only be approved when the balance will be expended and the final voucher submitted within four months of the completed project's sub-grantee agreement end date. The completed project must have been completed and the final voucher submitted prior to the original end date of the agreement.

Procedures:

Requests for use of unexpended funds must include an implementation schedule for the project to receive the funds and a narrative description of how the expenditure of carry over funds will be accomplished within the four month limitation.

Approval Process:

Requests will be reviewed by staff and only forwarded to the Board with a recommendation for approval if the policy is met. When the staff finds a request does not meet the policy standard the recipient will be notified in writing that the staff cannot recommend approval. The recipient may submit a written appeal to the staff's determination within 20 days. If the appeal is not received or post marked within 20 days of the signed certified receipt, the appeal will be automatically denied. Appeals received on time will be forwarded to the Board with the staff's recommendation.

If an appeal is not received within 20 days or if the Board upholds the staff recommendation to disapprove a request the disposition of funds will be as follows: Unexpended balances not approved for carry over will revert back to the County as stated in the Sub-grantee Agreement.