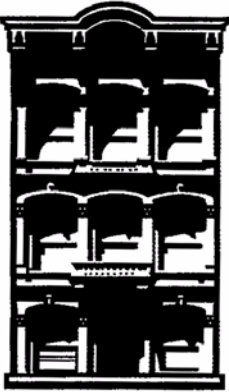


APPLICATION FORM FOR THE 2009 MIDDLESEX COUNTY SUSTAINABLE ECONOMIC GROWTH IMPROVEMENT FUND



A fund to assist Middlesex County towns in their efforts to Revitalize, renew, and improve public space through economic sustainability.

Sponsored by the Middlesex County Board of Chosen Freeholders.

BACKGROUND

Many communities within Middlesex County and throughout the State have endeavored over many years to improve the economic viability of their downtowns or business districts as a means of improving the overall quality of life for their communities. (The long-term market impact on small downtowns has been great, given the abundance of regional shopping malls and shopping districts that often attract businesses, which once located within these business districts).

Many of these communities have established local economic development offices and programs in an attempt to address the various needs of local businesses, to improve the overall viability of these downtown centers and to improve the local tax base. Funds from outside sources for these programs are often scarce – leaving communities to reallocate already stretched property tax dollars towards these projects. Through this initiative established by the Middlesex County Board of Chosen Freeholders, communities in Middlesex County will be able to apply for funds for projects or activities within their municipality.

PROGRAM SUMMARY

This program offers funds to municipalities for specific public projects that incorporate economic sustainability into the design. Middlesex County is providing funding in the amount of \$250,000 for the 2009 program year. Additional funding will be considered in

subsequent years. Grants will be awarded on a competitive basis to those communities with municipally sponsored sustainable economic development and/or revitalization projects.

ELIGIBILITY

All communities within Middlesex County are eligible to apply for these funds provided that a project for which a town is applying for funding meets those guidelines listed below.

PROGRAM GUIDELINES

Guidelines for funding include the following:

1. Grants are available to fund municipal or municipally owned improvements or projects with priority given to projects in downtowns, town centers and central business districts.
2. Maximum grant award is \$100,000.
3. Grants will be awarded to municipal governing bodies (Mayor and Council; Township Committee; etc). Local governing bodies may however choose to assign the administration or implementation of a project and grant to a qualified local public or non-profit partner.
4. A municipality may submit only one application per funding cycle.
5. Grants may be used to fund certain revitalization activities within a municipality. Projects that may qualify for funding include:

Streetscape Improvements – Including improvements to lighting, signage, greening of public spaces, awnings and other improvements, which incorporates green design.

Public Space Improvements – Including improvements to public spaces, parking lots, downtown parks and market venue area.

Public Façade or Building Renovations – Including code improvements, building exterior and interior, energy efficiency projects, signage, awnings, and other improvements.

6. A Sustainable Improvement may consist of capital improvements to public buildings and streetscapes which incorporates green design and energy efficiency technology.
7. Applicants must demonstrate that a project is “ready to go” with sources of funding identified and a project schedule identifying start and completion dates. Applicants must also demonstrate a need for funding and demonstrate that funds provided through this program are essential to the successful implementation of the project.
8. Grant funds may be used toward the cost of those approved activities listed above. In addition, not more than 10% of the grant award may be used toward costs related to the design and/or engineering of the project. Any actual costs that exceed this figure must be paid by the municipality.
9. A municipality may receive one (1) SEGIF Grant per calendar year.
10. All available State grants for energy efficiency projects and sustainability initiatives must be applied for first by the municipality,

APPLICATION PROCESS

Applicants will be required to submit a completed application for funding. The following information will be required as part of the application:

1. Detailed Project Description including summary of economic benefit of project to the local community, demonstrated need for funding, and projected job creation or retention;
2. Project cost estimate including sources of funding;
3. Project schedule;
4. Conceptual plan and/or design (if available);
5. Resolution from governing body supporting application; and
6. Letters from local community groups and/or committees supporting application (i.e. Chambers of Commerce, Downtown Associations, economic development agencies, and others)
7. Projects related to energy reduction and/or emission reduction should include data on actual reductions and cost savings to the municipality.

REVIEW AND SELECTION

Applications which incorporate “Green Technology” and/or Sustainable Economic Development initiatives into their project will receive “priority status” during a funding cycle.

Examples of these items designed to promote sustainable growth while protecting the state’s environment include:

- Environment goals as outlined in the State Plan.
- Opportunities that take into account the capacity limitations of the states natural resources, including water supplies and wastewater services, as well as energy consumption and emissions reductions.
- Infrastructure/public building improvements that will reduce their impact on our future environment.

Additionally, applications will be evaluated based on but not limited to the following criteria: (not necessarily in order of importance)

- Viability of project
- Importance of project to local community and local economy
- Creation of jobs and/or economic investment in the community
- Evidence that project is “ready to go”
- Demonstration of need for funds
- Demonstration that other funding sources are in place, if required
- Successfully completed previous DBDIF/SEGIF projects
- Energy and emissions reductions.

PROJECT ADMINISTRATION

All Projects selected for funding under this program will be required to follow applicable State and local laws, including regulations concerning the payment of prevailing wages for those contracts that exceed the State threshold of \$ 29,000.00.

In addition, each approved municipality will be required to execute a contract between the County and the municipality as a condition to the receipt of any grant funds.

PAYMENT SCHEDULE

Successful applicants agree to accept the following payment schedule:

- No money to be paid at time of the award.

- 50% of the project award is made when 50% of the project is complete as certified to the county by the municipal engineer or the business administrator.
- Final 50% paid at time of project completion as certified to the county by the municipal engineer or the business administrator.

TIMELINE

Completed applications will be reviewed on a rolling basis. Following a period of review, the Board of Chosen Freeholders will make grant awards.

INFORMATION OR QUESTIONS

For more information on this program, please contact the following individuals:

Freeholder James Polos
Middlesex County Board
of Chosen Freeholders
732-249-2611

Carl Spataro, Director
Middlesex County Department
of Economic & Business Development
732-745-3433



**MIDDLESEX COUNTY
SUSTAINABLE ECONOMIC GROWTH IMPROVEMENT
FUND**

GRANT APPLICATION FORM

PLEASE SUBMIT 3 COPIES OF THIS APPLICATION AND ALL ATTACHMENTS:

Middlesex County Sustainable Economic Growth Improvement Fund
C/O Carl Spataro, Director
Middlesex County Department of Economic & Business Development
75 Bayard Street
New Brunswick, NJ 08901
732/745-3433 tel.
732/745-5911 fax.

SECTION 1: COMMUNITY INFORMATION

Name of Municipality: _____

Contact Name & Title: _____

Mailing Address: _____

Phone: _____

Fax: _____

Email Address: _____

Name of
Chief Financial Officer _____

Phone: _____

Fax: _____

Email Address: _____

SECTION 2: PROJECT INFORMATION

1. Name of Project: _____

2. Brief Description of Project: _____

3. Estimated # of Jobs Created _____

4. "Green Technology" Sustainable Growth Initiatives Incorporated: _____

5. Amount of Request: \$ _____

6. Total Project Cost: \$ _____

7. Estimated Start Date: _____

8. Estimated Completion Date: _____

SECTION 3: ATTACHMENTS

Attachment 1: Detailed Project Description. Include summary of project; Economic benefits of project to the community; summary of importance of project to the community; demonstrated energy and/or emission reduction related to future environmental savings, demonstrated need for funding; projected job creation or retention; sources of funding; and breakdown of project cost estimate.

Attachment 2: Conceptual Plan or Design. (If available)

Attachment 3: Resolution from Governing Body

Attachment 4: Letters of Support from Local Community Groups or Agencies.

(INSERT: Authorization language for individual authorized to submit application)

NAME OF INDIVIDUAL AUTHORIZED TO SUBMIT APPLICATION:

Signature: _____

Name: _____

Title: _____

Date: _____