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815 East Gate Drive • Suite 103 • Mount Laurel • New Jersey • 08054

Telephone (856) 235-7170 • Fax (856) 273-9239 • www.erinj.com

December 19, 2019
23025 20

Re: Community Development Block Grant Program
Application Submission for FY2020
New Hanover Township

Ms. Jennifer Hiros, Division Head
Burlington County Department of Economic Development
Community Development Program
PO Box 6000
Mount Holly, NJ 08060

Dear Ms. Hiros:

Enclosed please find the application submission for New Hanover Township for FY2020 Community Development Block Grant Program. Included in the application is the request for funding for the following projects:

1. Heater Replacement at the Senior Center. One of two heaters is currently out of service, but both units are in need of replacement. The building is frequently used by seniors in the community for various functions.
2. Exterior Accessibility Improvements to the Senior Center includes handicapped parking and accessible route improvements, including automatic door openers.
3. Interior Accessibility Improvements to the Senior Center includes the modifications to the kitchen area to provide barrier free access and utilization of the kitchen area.

The following will be sent directly from the Township to your attention:

1. Notice of Public Hearing
2. Meeting Minutes of Public Hearing
3. Audit Report for FY2018/2019

If you have any questions, or require additional information, please do not hesitate to contact our office.

Sincerely,

Joseph R. Hirsh, PE, CME, CPWM
Township Engineer's Office

cc: Adel Gianaris, Clerk, w/o enclosure
23025 20 submission ltr 12-19-19.doc

Received By: _____ Date: _____

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PROPOSAL PACKAGE CHECKLIST**

CHECK IF
COMPLETE

- | | |
|-------------------------------------|---|
| ☒ | 1. Applicant Certifications and Authorizations: signed, witnessed and dated. |
| ☒ | 2. Form BC20-1: Comprehensive Community Development Plan: Housing and Community Development Objectives and Outcomes. |
| ☒ | 3. Form BC20-2: Summary of Proposed Project detailing the activity proposed, location, beneficiaries and accomplishments. Please be sure to include:
a. DUNS #
b. EIN # |
| ☒ | 4. Form BC20-3: A completed "Project Cost Summary" detailing the project budget for the 2020 proposal. |
| ☒ | 5. A project location map. (Municipalities will be supplied with a base map for this purpose.) This map should identify the following:
a. Census Tract and Block Group(s)
b. Location of proposed activities including boundaries of areas in which activities will be concentrated and service areas of activities where appropriate. |
| ☒ | 6. Two (2) sets of color photographs of the project location site(s) are required for all construction or property improvement projects. Photographs of buildings must show and label the front, back, both sides and street scene and give directional loci. Photographs of other projects must show and label the site and immediate surrounding area for every proposed construction site. All photographs must be clearly marked to indicate project. Photographs will be used to identify any historic or archeological concerns. (Two original sets of photographs are required). |
| ☒ | 7. Form BC20-4: A "Proposed Implementation Schedule" which predicts activity performance to completion. All projects should be undertaken and completed within a 12-month period. |
| ☒ | 8. Form BC20-5: Project Information Form (Water and Sewer). |
| ☒ | 9. Form BC20-6: Sole Source Aquifer Review Form for Non-Housing. |
| ☒ | 10. Audit Report; Complete audit of applicant organization for the most recent fiscal year, FY 2018/2019. |
- TO BE SUBMITTED

- ☒ 11. If applicant is a municipality, evidence of the Public Hearing:
A) Copy of the notice of the Public Hearing (published 10 days before the hearing); and B) Copy of the minutes of the hearing.
TO BE SUBMITTED
- ☒ 12. If applicant is a municipality, resolution of the governing body authorizing the submission of the application to the County.
TO BE SUBMITTED
- ☐ 13. If applicant is a non-profit agency not previously funded under the CDBG Program within the last four years, the following items must be provided:
- a. Proof of your organization's non-profit status: IRS Form 502(c)(3).
 - b. A copy of IRS Form 990, Tax Return for Tax Exempt Organization.
 - c. Articles of Incorporation.
 - d. By-laws of the Corporation, along with a list of the corporation's officers and their responsibilities.
 - e. Description of your organization, to include:
 - 1) Broad picture of organization with a statement of mission
 - 2) Location
 - 3) History and accomplishments
 - f. General administrative plan for implementation of your proposed project including fiscal and program management.
 - g. Other sources of funding for the project:
 - 1) Funds applied for (sources and amounts)
 - 2) Funds committed to date (sources and amounts)
 - h. A financial statement of the 2019 or most current audit.
 - i. An acknowledgement of the proposed project by the municipality in which the project will be located.

APPLICANT CERTIFICATIONS AND AUTHORIZATION

I, Joseph R. Hirsh, Township Engineer, hereby
(Typed Name) (Title)
certify that:

1. The proposed project will not result in permanent involuntary displacement of any family, individual, business, non-profit organization or farm, or their personal property.
2. Special assessments to recover capital costs of the proposed activity, either the CDBG funded or non CDBG portion of costs, will not be made against properties owned and occupied by low and moderate income persons.
3. If selected to receive Community Development Block Grant funds, the project will be operated in accordance with all applicable laws and regulations, including the CDBG Entitlement Grant Regulations at 24 CFR Part 570, Civil Rights Acts, the Fair Housing Act and the Americans with Disabilities Act.
4. I am authorized by the municipality or organization identified within to submit this application.

Signature

December 19, 2019

Date

Witness

FORM BC20-1

**BURLINGTON COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM
COMPREHENSIVE COMMUNITY DEVELOPMENT PLAN
2020 ANNUAL PLAN**

The information presented by the applicant in Housing and Community Development Objectives and Outcomes will be used to assist the County in development of the 2020 Annual Plan. The County must prepare an Annual Plan in order to qualify to receive CDBG funds from HUD.

COMMUNITY: New Hanover Township

**Housing and Community Development Objectives
Overall Objectives and Outcomes Assessment:**

Provide an overall picture of the community development needs of the community and the level of priority for addressing the different objectives and outcomes.

1. Identify which **objective** will be addressed by the activity proposed in this application. Choose only ONE objective:

☒ **Suitable Living Environment** – This objective relates to activities that are designed to benefit communities, families or individuals by addressing issues in their living environment.

☐ **Decent Affordable Housing** – This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort.

☐ **Creating Economic Opportunities** – This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

2. Identify which **outcome** category best reflects what you are seeking to achieve (the results) in funding a particular activity.

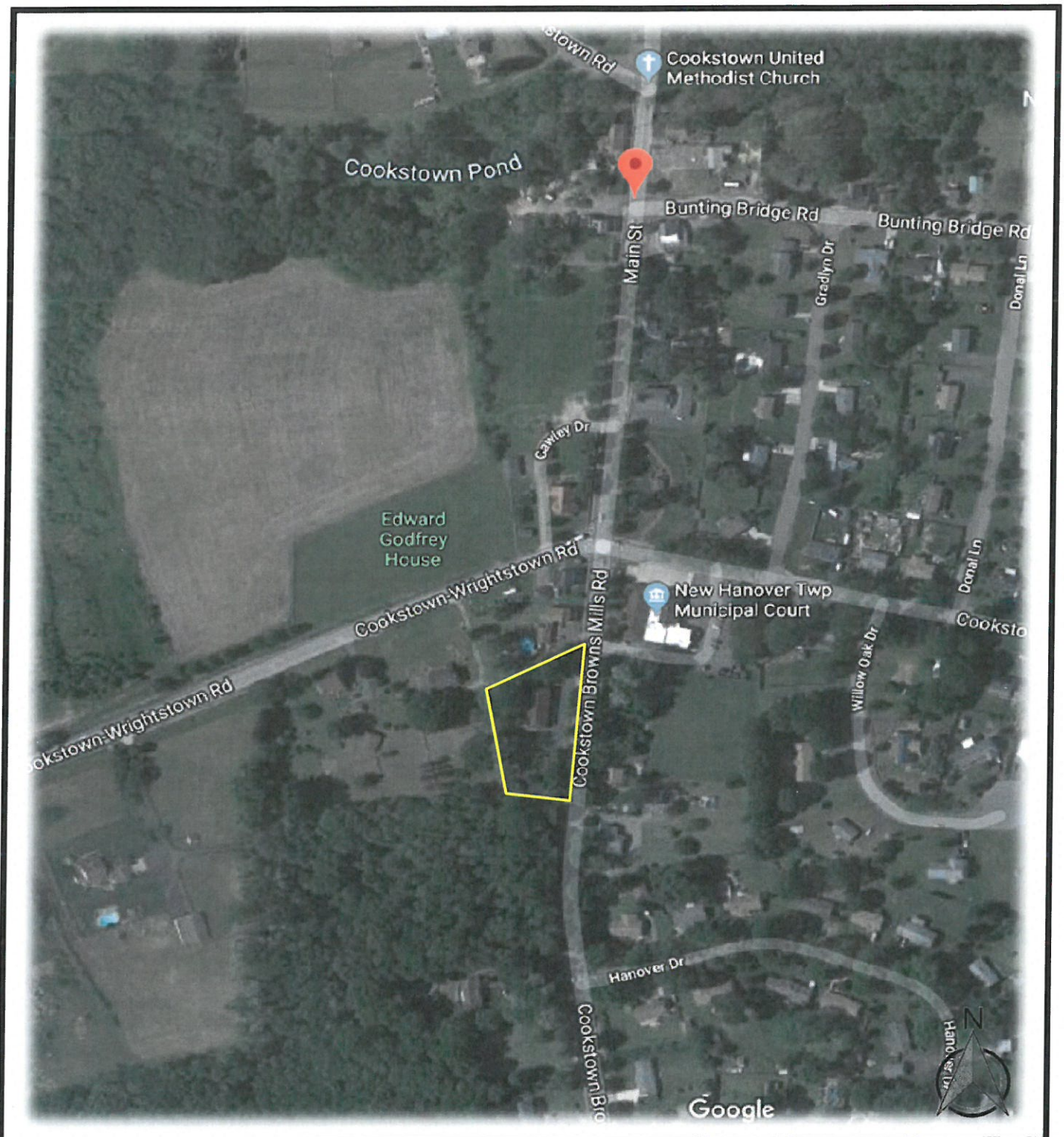
☒ **Availability / Accessibility** – This outcome category applies to activities that make services, infrastructure, housing, or shelter available or accessible to low and moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low and moderate income people

☐ **Affordability** – This outcome applies to activities that provide affordability in a variety of ways in the lives of low and moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

☐ **Sustainability: Promoting Livable or Viable Communities** – This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable

by providing benefit to persons of low and moderate income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

Information Sources:



AERIAL LOCATION MAP



**ENVIRONMENTAL
RESOLUTIONS, INC.**

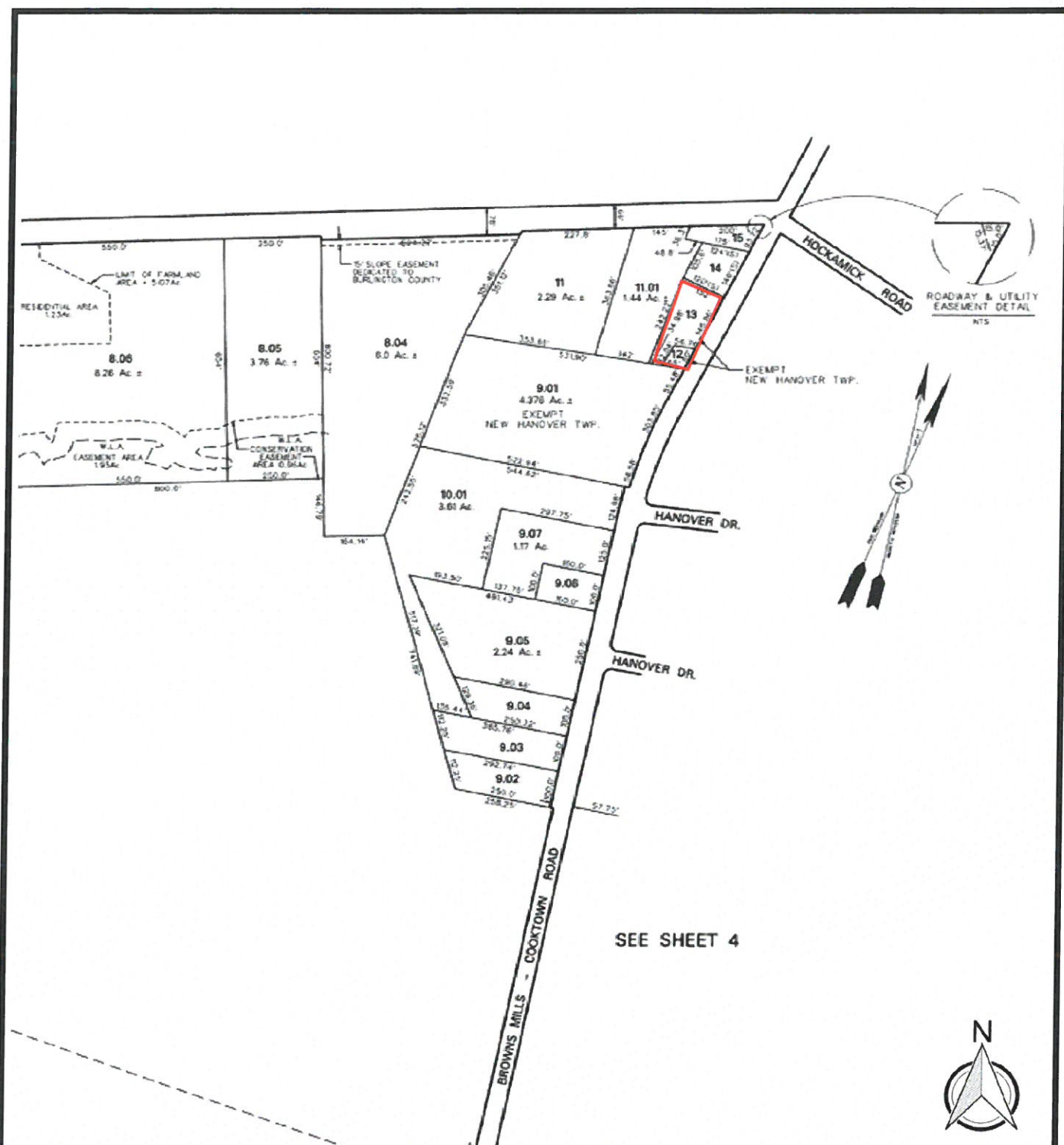
Engineers • Planners • Scientists • Surveyors

**Senior Center Heater Replacement &
Senior Center Accessibility Improvements**

North Hanover Township

BURLINGTON COUNTY, NJ

Source: Google Maps



SEE SHEET 4

TAX LOCATION MAP



**ENVIRONMENTAL
RESOLUTIONS, INC.**

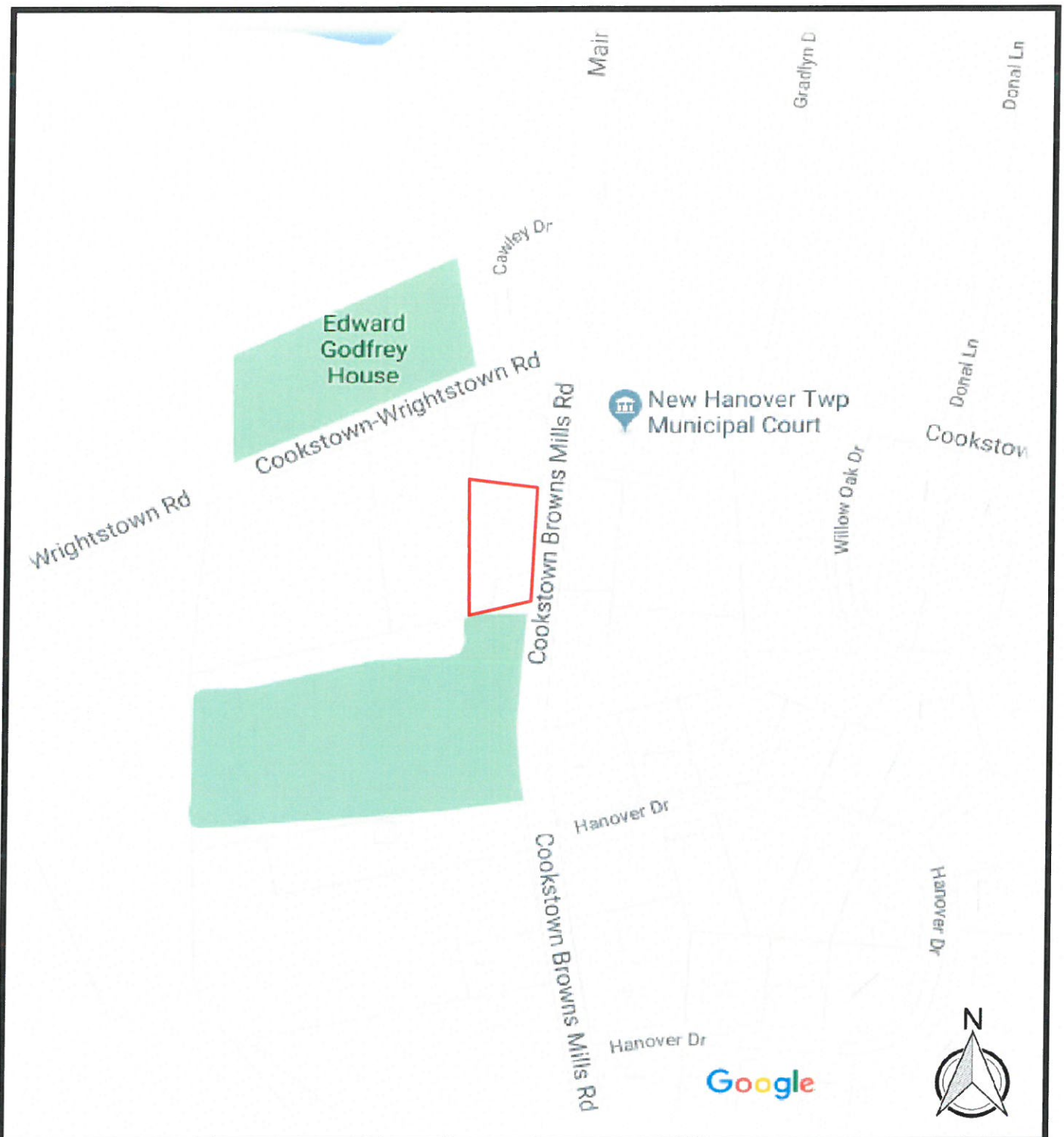
Engineers • Planners • Scientists • Surveyors

Senior Center Heater Replacement & Senior Center Accessibility Improvements

North Hanover Township

BURLINGTON COUNTY, NJ

Source: New Hanover Tax Maps



ROAD LOCATION MAP



**ENVIRONMENTAL
RESOLUTIONS, INC.**

Engineers • Planners • Scientists • Surveyors

Senior Center Heater Replacement & Senior Center Accessibility Improvements

North Hanover Township

BURLINGTON COUNTY, NJ

Source: Google Maps

FORM BC20-2

**BURLINGTON COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PROGRAM YEAR 2020
SUMMARY OF PROPOSED PROJECT**

1. Applicant: New Hanover Township
2. Address: 2 Hockamick Road,
Cookstown, NJ 08511
3. DUNS # _____ EIN # 22190644
4. Project Contact Person: Joseph R. Hirsh, PE
Alternate:
a. Title/Position: Township Engineer
b. Telephone Number(s): 856-235-7170
c. Office Hours: 8 am - 4 pm, Monday through Friday
5. Engineer: Environmental Resolutions, Inc.
Engineer Contact Person: Joseph R. Hirsh
Engineer Address: 815 East Gate Drive, Suite 103, Mount Laurel, NJ 08054
Engineer Telephone Number: 856-235-7170 jhirsh@erinj.com
6. A. Project Description: Narrative (include specific project location, street address, Census Tract and/or Block Group within which the activity will be undertaken and measurable units of accomplishment (e.g. 2,000 lf of paving; 20 rehabilitated dwelling units; 200 low-income residents benefiting from recreational facility):
Please see attached project narrative

- Census Tract 9821.11 1 Census Tract 7048.02 3
BG BG BG

*NOTE: Project location maps are key elements of the application. Applicants must clearly define the project location and adjacent/surrounding areas. All information on the maps must be legible. Project locations maps are used for the environmental review process and must be forwarded to other agencies for review pursuant to project approval.

B. Define the service area of the proposed project. Either describe in a narrative form the area that will benefit from the proposed project or include a map that outlines the proposed service area.

Project Narrative

The project for which Burlington County Community Block Development Grant funding is being sought is for accessibility improvements and the heater replacements at the Township's Senior Center located at 5 Browns Mill Avenue.

The Senior Center (5 Browns Mill Ave.) requires the replacement of 2 building HVAC units. One unit could not be repaired previously and is currently out of service. The second unit is currently functioning, is over 12 years old, and also requires replacement. Replacement of both units would be included in the Senior Center Heater Replacements.

Currently the Senior Center does not provide on-site handicapped parking for seniors. There is a concrete access ramp that was previously constructed on the southeast corner of the structure providing access. However, there is a non-compliant ramp adjacent to the driveway and the provisions for handicapped access do not include parking and/or automatic door openers. In addition, the lighting in the accessible area is deficient and requires improvement. The project proposes to construct two (2), concrete handicapped parking stalls with required striped circulation, remove and replace the existing, non-compliant handicapped ramp and install bollard lighting at the parking and sidewalk location adjacent to the building. In addition, the entrance door to the building is proposed to be removed and replaced with a new door, with handicapped accessible hardware and push button remote openers on the interior and exterior. This work would be included in the Senior Center Exterior Improvements.

The interior of the structure is relatively open and allows for the movement of seniors, mostly without barriers. One exception is the kitchen area, regularly used by the seniors for events and typical gathering times. The current kitchen is original to the building and does include any measures to ease the use of same by seniors. Circulation into and within the kitchen is not accessible due to narrow doorways and the odd configuration and location of appliances. The sink area is not handicapped accessible for wheelchair users, etc. This portion of the project proposes to enlarge the doorway opening to the kitchen and the removal and replacement of appliances, countertop, cabinets and the sink to replace with handicapped accessible cabinets, counters and appliances. This work would be included in the Senior Center Interior Improvements.

The improvements, as a whole, would benefit the large population of seniors who frequent the building. The Senior Center is open to residents of New Hanover Township as well as neighboring communities in Burlington County including, New Egypt and North Hanover, who have taken advantage of the amenities available in New Hanover.

The Township intends to fund the soft costs for the project.



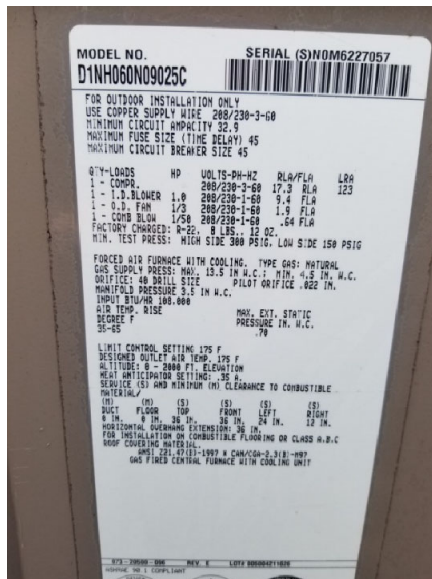
View of heating equipment at Community Center



View of heating equipment at Community Center



View of heating equipment at Community Center



Existing heating equipment information at Community Center



Existing concrete ramp entrance door with non-compliant hardware and opener.



Existing non-conforming ramp and adjacent proposed parking area.



Existing kitchen area.



Existing doorway and narrow entrance area in kitchen area.

The Senior Center improvements will serve the senior populations of New Hanover Township and surrounding municipalities, including but not limited to North Hanover, New Egypt, Wrightstown and Browns Mills.

7. If the proposed activity will serve an area outside or beyond the block group in which it is located, identify all census tracts and block groups that comprise the service area.

The Senior Center improvements will serve the senior populations of New Hanover Township and surrounding municipalities, including but not limited to North Hanover, New Egypt, Wrightstown and Browns Mills. All events are open to the public.

8. What objective from (Form BC20-1) is the project designed to address?
Suitable Living Environment

9. What is the anticipated outcome of this proposed activity?

Availability / Accessibility

10. Describe how the project addresses one or more of the following Statutory Objectives of the Housing and Community Development Act (See 24 CFR, Part 570.208)

- A. Addresses the needs of low and moderate income persons: 570.208(a) Check Item 1 or 2 and describe how project addresses this objective:

1. ☒ Directly benefits low/mod income households
NOTE: Projects that have low/moderate income eligibility requirements are considered to directly benefit low and moderate-income families exclusively. For the purpose of the Community Development Program, the income limit for such direct benefit activities are based on family size as follows:

LOW INCOME GUIDELINES

Family Size	1	2	3	4	5	6	7	8
Income Limit	\$50,500	\$57,700	\$64,900	\$72,100	\$77,900	\$83,650	\$89,450	\$95,200

DESCRIPTION: _____

2. ☒ Serves an area where the majority of persons are low/moderate income:

NOTE: Activities that serve a low/moderate income area, as opposed to having direct beneficiaries, are eligible. The majority of beneficiaries of such area benefit activities must be low and moderate-income persons. For the purposes of the Community Development Block Grant Program, areas in which the majority of beneficiaries are low and moderate income are Census Tract Block Groups whose percentage of low/mod residents is at or below the Urban County's upper quartile percentage. Maps are on file at the Community Development Office outlining these areas.

DESCRIPTION: _____

- B. Eliminates slums and blight: 570.208(b)

n/a

DESCRIPTION: _____

- C. Meets community development needs having a particular urgency: 570.208(c)

DESCRIPTION: The improvements to the Senior Center are designed to provide the necessary improvements for ADA access and circulation to and within the Senior Center and it's property.

11. What portion of the total number of people benefiting from proposed activity is low and moderate income? 45% %.

12. What is the source of the information provided in Item 11 above?

FY 2020 Low/Mod Census Block Groups

13. The project is eligible according to what section of the regulations: (See Subpart C, "Eligible Activities", Part 570, the Community Development Block Grant Regulations) (Addendum):

Accessibility Improvements - 570.201(c) - Removal of Architectural Barriers
Senior Center Heater - 570.202(c) - Senior Centers

14. The total project budget for the proposed activity is \$ 112,700.00
(NOTE: The applicant is required to provide a detailed budget proposal using the budget form attached.)

FORM BC20-3APPLICANT: New Hanover TownshipBURLINGTON COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
2020 PROPOSED COST SUMMARY

A Budget Categories		B BC Community Development Share	C Agency/Municipal Share	D Name of Other Funding Sources	E Amount of Other Source Share	F Total Program Budget
1.	Senior Center Heater Replacement	\$ 32,000.00	\$ 4,800.00		\$	\$36,800.00
2.	Senior Center Exterior Accessibility Improvements	\$ 40,000.00	\$ 6,000.00		\$	\$46,000.00
3.	Senior Center Interior Accessibility Improvements	\$ 26,000.00	\$ 3,900.00		\$	\$29,900.00
4.		\$	\$		\$	
5.		\$	\$		\$	
TOTALS:		\$ 98,000.00	\$ 14,700.00		\$	\$112,700.00

NOTE:

Column A: Itemize costs for proposed activity.

Column B: Indicate amount of CDBG funds to be used for each cost item and total CDBG request.

Column C: Indicate amount of agency/municipal funds for each cost item and total amount.

Column D: Name other funding sources to be used in support of proposed project.

Column E: Indicate amount of other funding to be used for each cost item and total amount.

Column F: TOTAL for each cost item (all resources)

GRAND TOTAL PROJECT COST

FORM BC20-4

BURLINGTON COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
2020 PROJECT IMPLEMENTATION SCHEDULE

APPLICANT: New Hanover Township

ACTIVITY TITLE: Senior Center Heater Replacement and Accessibility Improvements

PHASE OF PROJECT ACTIVITY	2020 SEPT.	OCT.	NOV.	DEC.	2021 JAN.	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUG.	SEPT.
DESIGN - HEATERS - INTERIOR - EXTERIOR	----->	----->	----->										
. BID DOCUMENT & APPROVAL - HEATERS - INTERIOR - EXTERIOR		----->	----->	----->									
. ADVERTISE/ AWARD - HEATERS - INTERIOR - EXTERIOR			----->	----->	----->								
. CONSTRUCTION - HEATERS - INTERIOR - EXTERIOR				----->	----->	----->	----->						

ENVIRONMENTAL REVIEW

All proposed activities are subject to Federal, State, local and other agency environmental protection regulations. In order to assure compliance, as required, the Community Development Program staff must initiate various review procedures upon receipt of applications. To assist with and expedite the environmental review process, applicants are required to complete the following forms:

- a. Project Information Form (Water and Sewer) Form BC20-5.
- b. Sole Source Aquifer Review Form BC20-6 Non-Housing.

FORM BC20-5

PROJECT INFORMATION FORM

APPLICANT: New Hanover Township

ACTIVITY DESCRIPTION: Senior Center Heater Replacement and Accessibility Improvements

This form must be completed for all projects involving construction

PLEASE ELABORATE ON ANY "YES" ANSWER. USE ADDITIONAL PAGES AS NEEDED.

- | | YES | NO |
|--|--------------------------|-------------------------------------|
| 1. Will the project encroach upon wetlands or a waterway? | ☐ | ☒ |
| 2. Will the project require potable water? If no, go to 3. | ☐ | ☒ |
| If yes, is municipal water available? | ☐ | ☐ |
| If yes, will a well be drilled? | ☐ | ☐ |
| 3. Will the project require wastewater disposal? If no, go to 4. | ☐ | ☒ |
| If yes, is sewerage available? | ☐ | ☐ |
| If yes, will a septic system(s) be included? | ☐ | ☐ |
| 4. Will the project involve demolition? | ☐ | ☒ |

Proposed budget: \$ 112,700.00

This attachment was completed by:

Name/Title: Joseph R. Hirsh, PE - Environmental Resolutions, Inc.

815 East Gate Drive - Suite 103, Mt. Laurel, NJ 08054

Address: _____

Telephone #: 856-235-7170 jhirsh@erinj.com

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
SOLE SOURCE AQUIFER REVIEW

Applicant: New Hanover Township

Activity Description: _____

Senior Center Heater Replacement and Accessibility Improvements

NON-HOUSING PROJECT/ACTIVITY INITIAL SCREEN CRITERIA

(For projects in a designated Sole Source Aquifer Area)

ENCLOSED

YES NO N/A

1. Will the project/activity include or directly cause: (Check appropriate items)

- | | | | |
|---|--------------------------|-------------------------------------|--------------------------|
| ✓ construction or expansion of solid waste disposal, recycling or conversion facilities | ☐ | ☒ | ☐ |
| ✓ construction or expansion or closure of landfills | ☐ | ☒ | ☐ |
| ✓ construction or expansion of water supply facilities (i.e.: treatment plant, pump houses, etc.) | ☐ | ☒ | ☐ |
| ✓ construction or expansion of on-site wastewater treatment plants or sewage trunk lines, greater than 1/4 mile | ☐ | ☒ | ☐ |
| ✓ construction or expansion of gas or petroleum trunk lines, greater than 1,200 feet | ☐ | ☒ | ☐ |
| ✓ construction or expansion of railroad spurs or similar extensions | ☐ | ☒ | ☐ |
| ✓ construction or expansion of municipal sewer treatment plants | ☐ | ☒ | ☐ |

2. Will the project/activity include storage or handling of any Hazardous constituents as listed in Attachment 4, Hazardous Constituents?

☐ ☒ ☐

If these constituents are used during the construction phase of the project, an assurance statement must be provided indicating that chemicals will be used in a safe and proper manner, and that they will be promptly removed after construction is completed.

☐ ☐ ☒

3. Will the project/activity include bulk storage of petroleum or underground or aboveground tanks in excess of 1,000 gallons?

☐ ☒ ☐

4. Will the project/activity require a federal or state discharge Elimination permit or modification of an existing permit?

☐ ☒ ☐

This attachment was completed by:

Name/Title: Joseph R. Hirsh, PE , Environmental Resolutions, Inc.

Address: 815 East Gate - Suite 103, Mount Laurel, NJ 08054

Telephone #: 856-235-7170 jhirsh@erinj.com

APPENDIX 1

NOTE: TO APPEAR IN NEWSPAPER AT LEAST 10 DAYS PRIOR TO PUBLIC HEARING

PUBLIC HEARING NOTICE

NOTICE OF A PUBLIC HEARING
(Insert name of municipality)
YEAR 2020 COMMUNITY DEVELOPMENT APPLICATION

TO ALL INTERESTED PERSONS, GROUPS AND AGENCIES:

On or before _____, _____ (name of municipality) intends to submit a request to the Burlington County Office of Community Development for Community Development Block Grant funds. Prior to submitting its application for funds, _____ (municipality) will conduct a public hearing at its regular town meeting. The hearing will be held:

DATE: (insert date of hearing)
TIME: (insert time of hearing)
LOCATION: (insert the address of the place the hearing will be held)
PURPOSE: This hearing will be held to afford interested parties the opportunity to review and comment on the activities that (insert name of municipality) will include in its application for Community Development funds. Residents of (insert name of municipality) are invited to attend this hearing and comment during the public portion of the hearing.

For additional information concerning this hearing, the public may write to or call (insert name and phone number of municipality contact person, insert address of municipal offices).

Persons requiring special assistance to participate in this hearing due to condition of handicap or disability may call the above-indicated contact person 48 hours prior to the hearing to make proper arrangements for participation.

TOWNSHIP OF NEW HANOVER

RESOLUTION NO. _____

AUTHORIZING SUBMISSION OF AN APPLICATION FOR FY2020 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FOR THE REPLACEMENT OF HEATERS AND ACCESSIBILITY IMPROVEMENTS AT THE SENIOR CENTER

WHEREAS, improvements to the community that benefit all members of the community are desirable projects of the Township; and

WHEREAS, the Community Development Block Grant Program (CDBG) allows for funding of projects which benefit all members of the community; and

WHEREAS, the CDBG allows for projects that improve Senior Centers, including the New Hanover Township Senior Center, where replacement heaters and improved handicapped accessibility is required; and

WHEREAS, the CDBG allows for projects that remove architectural barriers and improve community facilities; and

WHEREAS, the above listed project(s) are eligible projects for the application for a grant that includes a Total Program Budget of \$112,700.00, of which \$98,000.00 is the proposed grant amount and \$14,700.00 shall be borne by the Township for soft costs related to the project.

NOW, THEREFORE, BE IT RESOLVED by the New Hanover Township Committee that they intend to file an application with the Burlington County Department of Economic Development through the Community Development Block Grant Program for the funding of replacement heaters and improved handicapped accessibility at the Senior Center.

BE IT FURTHER RESOLVED by the New Hanover Township Committee that Joseph R. Hirsh, PE, Township Engineer be authorized to represent the Township in all matters relating to the submission of this application.

Adel Gianaris,
Township Deputy Clerk