

Assistance Award/Amendment		U.S. Department of Housing and Urban Development Office of Administration																			
1. Assistance Instrument ☐ Cooperative Agreement ☒ Grant		2. Type of Action ☒ Award ☐ Amendment																			
3. Instrument Number B-22-CP-NJ-0602	4. Amendment Number	5. Effective Date of this Action	6. Control Number																		
7. Name and Address of Recipient Borough of Woodland Park 5 Brophy Lane 2nd Floor Woodland Park, NJ 7424 EIN: UEI:		8. HUD Administering Office CPD, Congressional Grants Division 451 7th Street, SW, Rm 7146 Washington, DC 20410-7000																			
10. Recipient Project Manager Keith Kazmark		9. HUD Government Technical Representative Katressa Garner	8b. Telephone Number Katressa.L.Garner@hud.gov																		
11. Assistance Arrangement ☐ Cost Reimbursement ☐ Cost Sharing ☒ Fixed Price	12. Payment Method ☐ Treasury Check Reimbursement ☐ Advance Check ☒ Automated Clearinghouse	13. HUD Payment Office Chief Financial Officer																			
14. Assistance Amount <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Previous HUD Amount</td><td></td></tr> <tr><td>HUD Amount this Action</td><td style="text-align: right;">\$95,000.00</td></tr> <tr><td>Total HUD Amount</td><td style="text-align: right;">\$95,000.00</td></tr> <tr><td>Recipient Amount</td><td></td></tr> <tr><td>Total Instrument Amount</td><td style="text-align: right;">\$95,000.00</td></tr> </table>		Previous HUD Amount		HUD Amount this Action	\$95,000.00	Total HUD Amount	\$95,000.00	Recipient Amount		Total Instrument Amount	\$95,000.00	15. HUD Accounting and Appropriation Data <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">15a. Appropriation Number</td> <td style="width: 30%;">15b. Reservation Number EDE 22</td> </tr> <tr> <td>Amount Previously Obligated</td> <td></td> </tr> <tr> <td>Obligation by this Action</td> <td></td> </tr> <tr> <td>Total Obligation</td> <td></td> </tr> </table>		15a. Appropriation Number	15b. Reservation Number EDE 22	Amount Previously Obligated		Obligation by this Action		Total Obligation	
Previous HUD Amount																					
HUD Amount this Action	\$95,000.00																				
Total HUD Amount	\$95,000.00																				
Recipient Amount																					
Total Instrument Amount	\$95,000.00																				
15a. Appropriation Number	15b. Reservation Number EDE 22																				
Amount Previously Obligated																					
Obligation by this Action																					
Total Obligation																					

16. Description

Diane Grimes Memorial Park Improvement

This Award consists of the following items which are appended to and hereby made part of this Award:

- (A) Cover Page - HUD 1044
- (B) Grant Agreement

Instructions:

NO PROJECT FUNDS may be committed to the project or drawn down prior to environmental release of funds approval.

Locate your nearest HUD Regional Environmental Officer at

<https://www.hudexchange.info/programs/environmental-review/hud-environmental-staff-contacts/-region-i-regional-and-field-environmental-officers>

Disclaimer: The information on this form is to be used only for purposes of recordkeeping and facilitating communication between the Recipient identified in box 7 above (which is also referred to as the "Grantee") and the U.S. Department of Housing and Urban Development ("HUD") in relation to the award identified above ("this award").

This document does NOT constitute the grant agreement for this award.

The terms and conditions for this award are as specified in the grant agreement signed by HUD and the Grantee

17. ☒ Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office.	18. ☒ Recipient is not required to sign this document.
19. Recipient (By Name): Mr. Keith Kazmark	20. HUD (By Name): Robin J. Keegan

**New Jersey Department of Community Affairs
APPLICATION FOR GRANT FUNDS**

STANDARD GRANT COVER SHEET

2021-04960-0708

1. DCA Program to Which Applicant is Applying: Local Recreational Improvement 2021			
2. Name of Applicant Agency Woodland Park Borough			
3. Street Address 5 Brophy Lane			
City Woodland Park	State New Jersey	Zip Code 07424-2945	County Passaic
4. Official Contact Person Mrs. Heather Barkenbush		Title CMFO	Phone number (973) 345-8100
5. Program Contact Person Mrs. Sandra Olivola		Title Borough Clerk	Phone Number (973) 345-8100
6. Proposed Project/Grant Title Diane Grimes Memorial Park Improvement Project			
Program Type Local Recreational Improvement: Park Improvements			
7. Total Cost of the Project \$95,000	8. Requested Amount \$95,000	9. Funds from Other Sources \$0	
10. Project Location (if Different from Applicant Agency) Diane Grimes Park			
Street Address Mount Pleasant Avenue			
City Woodland Park	State New Jersey	Zip 07424-1953	Room Number
11. Vendor Number V-226002401-99	12. Employer ID XXXXXXXX	13. Tax Exempt ID	
14. Area(s) Benefiting: Borough of Woodland Park,			
15. Briefly describe the project for which you are seeking funds. This award will provide funds to replace antiquated and non-compliant recreational equipment at this park.			

16. a. Will any member of the Board of Directors/Trustees receive any direct or indirect personal or monetary gain from the funding of this grant?

☐ Yes ☒ No

b. Does any member of the Board of Directors/Trustees serve on any board, council commission, committee or task force which has regulatory or advising influence on the funding program? ☐ Yes ☒ No

If yes, please describe:

17. Fiscal Contact Person

Mrs. Heather Barkenbush

Title

CMFO

Phone Number

(973) 345-8100

18. Agency Fiscal Year

1/1 to 12/31

19. Name of CPA Firm Appointed by Grantee

20. **Certification:** The applicant certifies that to the best of his/her knowledge and belief all data supplied in this application and attachments are true and correct. The document has been duly authorized by the governing body of the applicant and further understands and agrees that any grant received as a result of this application shall be subject to the grant conditions and other policies, regulation, and rules issued by the New Jersey Department of Community Affairs which include provisions described in grant applications instructions.

Name and Title of Applicant (Print)

Signature of Applicant

Date of Application

OBJECTIVES

Objective Number: 1

Short Description: Provide accessible and safe playground equipment

Detailed Description

Funding for this project will provide for updated, compliant playground equipment, safety surface, walkways, furniture, age appropriate and COVID signage as well as new trash receptacles and recycling bins.

Methods

Upon award the Borough will purchase and install all items listed in this project.

Evaluation

The Borough will oversee the implementation of this project within the prescribed timeframe for successful completion.

Application Program Component: Park Improvements

Scope of Services

Diane Grimes Memorial Park is located off of Mount Pleasant Avenue and is the most used municipal park within the Borough. This park was named after a longtime member of the Recreation Board. It features a large athletic field with dugouts and bleachers, and is used for baseball, softball, football, and soccer. This park also contains a bocce ball court, a gazebo, playground area, food and restroom facilities, and areas for both on-site and off-site parking.

Proposed Improvements for this funding round consist of:

- Update playground equipment, surface, border, and park furniture.
- Install age appropriate signs and tot lot rules, COVID signage as well as trash and recycling receptacles.

In the future, the Borough intends to continue improvements to this beloved park which may consist of:

- Installation of irrigation equipment and resurfacing of the baseball field with synthetic turf.
- Convert portions of the outfield of the baseball field into a field for soccer or football use.

Funding awarded for this project will be used immediately. This is the final funding element which will complete the project and ready it for construction and installation.

[illegible]

[illegible]

Local Recreational Improvement 2021
STATEMENT OF MAYOR/COUNTY OFFICIAL

I have reviewed and/or discussed the above proposed grant application with the Named Applicant and make the following statement:

☒ I am in support of this application and will work to integrate this service with others in this community, county and/or region.

COMMENTS

If we are fortunate enough to be a recipient of this grant we will have 100% funding in place to complete this very important park project.

Signature of Mayor or County Official

Name: Keith Kazmark

Title: Mayor

Address: 5 Brophy Lane

Zip 07424

Mayor or County Officer Keith Kazmark

331055-325944-mayor certification letter.pdf

Local Recreational Improvement 2021
AGENCY CAPACITY

DESCRIBE YOUR AGENCY'S CAPACITY TO SUCCESSFULLY EXECUTE THE PROJECT.

The Borough of Woodland Park prides itself on successful and timely completion of projects. If awarded we will immediately move to purchase and installation of all park accoutrements included in the project description.

Local Recreational Improvement 2021
PROJECT DESCRIPTION

Instructions: Summarize the project description in the space below:
--

Diane Grimes Memorial Park is located off of Mount Pleasant Avenue and is the most used municipal park within the Borough. This park was named after a longtime member of the Recreation Board. It features a large athletic field with dugouts and bleachers, and is used for baseball, softball, football, and soccer. This park also contains a bocce ball court, a gazebo, playground area, food and restroom facilities, and areas for both on-site and off-site parking.

Proposed Improvements for this funding round consist of:

- Update playground equipment, surface, border, and park furniture.
- Install age appropriate signs and tot lot rules.
- Installation of new trash receptacles for standard trash and recycling.

In the future, the Borough intends to continue improvements to this beloved park

Which may consist of:

- Installation of irrigation equipment and resurfacing of the baseball field with synthetic turf.
- Installation of new trash receptacles for standard trash and recycling.
- Convert portions of the outfield of the baseball field into a field for soccer or football use.

Local Recreational Improvement 2021
PROJECT NARRATIVE

Instructions: Summarize the project narrative in the space below:

Diane Grimes park is a highly utilized park located in one of the Borough's most vulnerable areas. Providing safe and accessible outdoor recreational opportunities is paramount to our mission. Funding for new playground equipment and park accoutrements will undoubtedly enhance the active and passive recreational experience for our residents.

Local Recreational Improvement 2021
PROJECT STATEMENT OF NEED

Instructions: Summarize the statement of need in the space below:

The Borough of Woodland Park covers an area of more than three square miles and is home to more than 12,200 residents from diverse racial, ethnic, and economic backgrounds. According to the United States Census, Woodland Park has roughly 4,367 households with 8% of the population living below the poverty level. The demographic makeup of the borough is 68% White/Caucasian, 4% Black/African American, 4% Asian, 21% Hispanic/Latino and 3% other or two or more races. This growing diversity makes Woodland Park a desirable place to work and live. The population density is 3,988 inhabitants per square mile with 27% of our residents born outside of the USA, and a language other than English spoken in 42% of households. According to the Woodland Park School District, 39% of students enrolled in Woodland Park schools (total enrollment 1,132) qualify for the Federally-funded National School Hot Lunch Program (NSLP) and receive free or reduced lunch, while the overall poverty rate is 11.52. Diane Grimes Memorial Park is situated off of Mount Pleasant Avenue, is the most utilized municipal park within the Borough, and is located in a low income census block. The proposed improvements envisioned for this project include new playground equipment, installation of a safety surface and border, and park furniture. The total cost for this project is \$320,000.00. Funding has been procured from the Passaic County Open Space Fund in the total amount of \$225,000.00. The Borough is respectfully requesting \$95,000.00 in funding to complete this project.

Local Recreational Improvement 2021
PROJECT SCHEDULE AND WORK PLAN

Instructions: Summarize the project schedule and work plan in the space below:

- Preliminary Assessment - 30 Days
- Survey and Design Phase - 60 Days
- Advertisement for Bid and Award Phase - 45 Days
- Construction Phase - 90 Days

Local Recreational Improvement 2021
OTHER SOURCES OF FUNDING RELATED TO THIS APPLICATION

Source	Amount	Code
Passaic County Open Space Grant	\$225,000.00	(L)
Total Funds From Other Sources Related To This Application Only	\$225,000.00	

Local Recreational Improvement 2021

CERTIFICATION SHEETS

<i>If your Agency type is not required to answer any of the questions below, click the N/A radio button</i>				
1.	I certify that this agency is not delinquent on any Federal or State debt.	☒ Yes	☐ No	☐ N/A
2.	I understand that payments from NJDCA will depend on our submission of all required grant reports.	☒ Yes	☐ No	☐ N/A
3.	I certify that neither members of our organization's governing body nor members of their families will receive any direct or indirect personal or monetary gain from the funding of this grant.	☒ Yes	☐ No	☐ N/A
4.	I certify that our organization's Certification of System for Award Management(SAM) is valid and current.	☒ Yes	☐ No	☐ N/A
5.	I certify that neither members of our organization's governing body nor members of their families serve on any board, council, commission, committee, or task force that has regulatory authority or advising influence on the funding program.	☒ Yes	☐ No	☐ N/A
If no, please explain:				
Non-government Agencies only—				
6.	If our agency has not received funds from NJDCA for the current State Fiscal Year, I will submit our organization's most recent audit.	☐ Yes	☐ No	☒ N/A
7.	The information contained in the Board of Directors list in our Agency Information is adequate and up-to-date at the time of this application.	☐ Yes	☐ No	☒ N/A

Local Recreational Improvement 2021

CERTIFICATION SHEETS

ATTACHMENTS		
Certification Regarding Debarment and Suspension - Schedule G		
I will upload this attachment ☒	Not applicable ☐	331065-314711-wp - dca recreation grant - schedule g.pdf
Certification Regarding Lobbying - Schedule H		
I will upload this attachment ☒	Not applicable ☐	331065-314713-wp - dca recreation grant - schedule h.pdf
Resolution - Schedule I Or Local Match Only - Schedule I		
I will upload this attachment ☒	Not applicable ☐	331065-314715-wp - dca recreation grant - executed.pdf
IRS Determination Letter (New Applicants, Non-profit, Non-government only)		
I will upload this attachment ☐	Not applicable ☒	
Organizational Chart (Non-government only)		
I will upload this attachment ☐	Not applicable ☒	
Application Cover Page		
I will upload this attachment ☒	Not applicable ☐	331065-314717-wp - dca recreation grant - cover page.pdf
Please upload any third party agreement(s) that may be pertinent to this grant. (see application instructions for specific details)		
331065-314696-proof of ownership.pdf		