

2026 APPLICATION PACKET

**Community Development Block Grant (CDBG) Program
City of Millville, New Jersey**

Due on Friday, March 16, 2026, by 4:30 PM to

**City of Millville
Office of Community Development
12 S. High Street
Millville, NJ 08332
(856) 825-7000 Ext 7282
Sean.Friel@millvillenj.gov**

APPLICATION INSTRUCTIONS

Please find attached a 2026 Community Development Block Grant (CDBG) application from the City of Millville, New Jersey. For the 2026 Program Year (July 1, 2026 – June 30, 2027), the City of Millville is estimated to be allocated \$279,000 in CDBG funding. No more than 15% of this allocation (estimated at \$41,881) can be used to fund all public services.

To be considered for funding, all applicants should be mindful of the following:

- 1) The CDBG Program is a Federal program designed to improve the living environment for all community residents, but principally, those residents of low and moderate income (see technical appendix for definition). All projects must meet one of the three National Objectives of the CDBG Program:
 - i. Principally benefits low/moderate income persons or households
 - ii. Prevents or eliminates slums or blight
 - iii. Addresses an urgent community need or problem
- 2) All applications should detail, to the greatest extent possible, how their program will benefit at least 51% low and moderate income Millville residents OR one of the following “limited clientele” categories: seniors, disabled adults, victims of child abuse, victims of domestic violence, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers.
- 3) Only certain activities are eligible assistance under the CDBG program. Please consult the technical appendix for a summary of eligible activities. If you are unsure about your project’s eligibility, please contact the Millville Department of Community Development at the number and address shown below.
- 4) In addition to basic eligibility criteria, applications will be evaluated as to how well they meet identified community development needs (see technical appendix), how consistent they are with the priority needs identified in the current Five-Year Consolidated Plan, AND the extent to which they leverage other funding sources or collaborate with the services of other agencies.
- 5) All applicants must complete the standard CDBG application for funding consideration.
- 6) All applicants must have the financial capacity to complete the project, as indicated by audited financial statements. Although the program year begins on July 1, organizations should be aware that HUD may not release CDBG funds until later in the program year. Organizations must have the financial capacity to cover staff and other costs until HUD makes funds available to the City.
- 7) All applicants currently funded by the CDBG has demonstrated the capacity to perform in a timely manner. Please note that it is mandatory for any organization, especially those that have not expended previous program year allocations to describe how they will carry out the proposed PY 2025 project in a timely manner. In addition, a timeline for expenditure of remaining balances from prior years must be submitted. The City reserves the right to deny additional funding until current balances are expended or recapture funds that remain unused over two-years.
- 8) The deadline for receipt of applications is: **Friday, March 16, 2026 at 4:30 PM.**
- 9) Applications should be sent via email to Sean Friel at sean.friel@millvillenj.gov. They can also be hand-delivered or mailed in care of City of Millville, 12 S. High Street, Millville, New Jersey 08332 – Attention: Office of Community Development.

- 10) All applicants are encouraged to attend the first Public Hearing on **March 5, 4:00 PM** in the fourth floor Municipal Building 12 S. High Street Millville, New Jersey 08332. Staff will be available for technical assistance as well.
- 11) Applicants who require assistance in completing the application should contact Melissa Walsh at the Triad Associates at 856.690.9590 or mwalsh@triadincorporated.com.

Funding Application

I. Applicant Information

Organization: _____

Address: _____

Phone & Fax: _____

Contact Person(s): _____

Signature: _____

II. Project Request

Project Title: _____

Brief Description: _____

Funding Request: _____

III. Eligibility Criteria *(Please check applicable statement)*

- _____ Project directly benefits low/moderate income or handicapped Millville residents
- _____ Project services an area with a majority of low/moderate income residents
- _____ Project helps to eliminate slums and blight in the City of Millville
- _____ Project is eligible as a planning or administrative activity

IV. Project Type

- _____ Human or social service activity
- _____ Construction activity

- f. All applicants must submit a performance measurement statement. The statement will identify how the applicant intends to measure how the CDBG funds produce a result. EX: provide services to 20 low/mod residents;

VI. Detailed Budget Information

All applicants must submit a detailed budget, which outlines how the CDBG assistance is to be utilized. Wherever possible, budgets should specify by the line item cost. Other sources of funding for the project should be clearly delineated.

- a. Public Service Budget Breakdown (Include line item break-outs for salaries, fringe benefits, and other soft costs.)

- b. Construction Budget Breakdown (Include sources for both design and construction estimate. Remember to take into account Davis-Bacon wage rate requirements for all construction in excess of \$2,000.00.)

- c. Budget Breakdown for other improvement programs (i.e. economic development).

VII. Agency Information

Supplementary information is required to document an organization's (a) legal authority to be a subrecipient of CDBG funds, and (b) capacity to implement its proposal. The following supplementary information is required.

1. Proof of nonprofit status (501(c)(3)). A copy of the Charter, Articles of Incorporation, or tax exemption ruling from the Internal Revenue Service will serve as satisfactory proof. Please do not confuse an EIN (Employer Identification Number) with a tax-exempt number.

2. Proof of certification with the State of New Jersey under the Charitable Registration and Investigation Act.
3. Copy of last completed independent audit, including statement of compliance with the audit requirements of OMB Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Institutions." This requirement can be met with a notarized statement by the President or Chief Financial Officer of the organization or a certification from a Certified Public Accountant. If the statement of compliance is included in the organization's independent audit, it is acceptable to simply reference it.
4. Current list of Board of Directors and copy of agency By-Laws.
5. Current annual budget for the overall operation of the organization, which specifies revenue sources and projected expenditures.
6. Evidence of the organization's ability to carry out the project. Include resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to the activities that are being proposed for CDBG funds, or contracts with consultants or individuals with appropriate experience.

Technical Appendix

Appendix A. Summary of Eligible and Ineligible CDBG Activities

Appendix B. 2025 CDBG Income Guidelines

Appendix C. Map of CDBG Target Area

APPENDIX A

SUMMARY OF ELIGIBLE AND INELIGIBLE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM ACTIVITIES

This is a summary of the activities that are eligible and ineligible for assistance under the Community Development Block Grant (CDBG) Program pursuant to the governing regulations of the Code of Federal Regulations, Title 24, Part 570, Sections 570.200-570.207. This summary is based upon the Final Rules published in March 1996.

General Policies – 570.200

The primary objective of the CDBG Program is the development of viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate-income. Funds must be used so as to give maximum feasible priority to activities which will carry out one of the three broad national objectives of: benefit to low and moderate-income families; or aid in the prevention or elimination of slums or blight; or activities designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. At least 70% of the total CDBG funds must be used for activities that benefit low and moderate-income persons; and at least 51% of the beneficiaries of individual activities must be low and moderate-income persons.

Basic Eligible Activities – 570.201

- (a) Acquisition in whole or in part by purchase, long-term lease, donation, or otherwise, of real property for any public purpose.
- (b) Disposition of real property acquired with CDBG funds through sale, lease, donation, or otherwise; or its retention for public purposes, including reasonable costs of temporarily managing such property.
- (c) Acquisition, construction reconstruction, rehabilitation or installation of public facilities and improvements, except buildings for the general conduct of government. Activities may include:
- * Removal of material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to public facilities or improvements;
 - * Design features and improvements which promote energy efficiency;
 - * Architectural design features and similar treatments intended to enhance the aesthetic quality of facilities and improvements receiving CDBG assistance.
- (d) Eligible facilities include homeless shelters, convalescent homes, hospitals, nursing homes, battered spouse shelters, halfway houses for runaway children, drug offenders or parolees, group homes for mentally retarded persons; and temporary housing for disaster victims.
- (e) Provisions of public services (including labor, supplies and materials) such as those concerned with childcare, health, education, job training, public safety, fair housing counseling, senior citizens, homeless persons, drug abuse, energy conservation, employment, crime prevention, welfare, homebuyer down-payment assistance, or recreational needs. The services must meet each of the following criteria:
- * A service must either be new or be a quantifiable increase in the level of an existing service above that which has been provided with State or Local funds in the previous twelve calendar months; and
 - * The amount obligated for public services shall not exceed 15 percent of the annual grant and of program income received during the immediately preceding program year.
- (f) Interim assistance to correct objectively determinable signs of physical deterioration in areas where immediate action is necessary and where permanent improvements will be carried out as soon as practicable, or to alleviate emergency conditions threatening the public health and safety and requiring immediate resolution.

- (g) Payment of the non-Federal share required in connection with a Federal grant-in-aid program undertaken as part of CDBG activities.
- (h) Completion of urban renewal projects.
- (i) Relocation payments and assistance for relocated individual, families, businesses, nonprofit organizations, and farm operations.
- (j) Payment to housing owners for losses of rental income incurred in holding units for individuals and families displaced by relocation activities.
- (k) Housing services, such as tenant counseling in connection with tenant-based rental assistance and affordable housing projects, energy auditing, preparation of work specifications, loan processing, inspections, tenant selection, management of tenant-based rental assistance, and other services related to assisting owners, tenants, contractors, and other entities participating or seeking to participate in housing activities assisted under title II of the Cranston-Gonzalez National Affordable Housing Act.
- (l) Acquisition, construction, reconstruction, rehabilitation, or installation of the distribution lines and facilities of privately owned utilities.
- (m) Construction of housing assisted under Section 17 of the United States Housing Act of 1937.
- (n) Direct homeownership assistance to low and moderate-income homebuyers:
 - 1. To subsidize interest rates and mortgage principal amounts;
 - 2. To finance the acquisition of owner-occupied property;
 - 3. To acquire guarantees for mortgage financing obtained from private lenders, but not to guarantee such mortgage financing directly;
 - 4. To provide up to 50 percent of any required down payment;
 - 5. To pay reasonable closing costs.
- (o) Micro-enterprise assistance through the provision of assistance to facilitate economic development by providing credit for the establishment, stabilization and expansion of micro-enterprises; providing technical assistance, advise and business support service to owners or developers for micro-enterprises; and providing general support to owners and developers or micro-enterprises. Training and technical assistance may also be provided.
- (p) Provision of technical assistance to public or nonprofit entities to increase their capacity to carry out eligible neighborhood revitalization or economic development activities.
- (q) Assistance to institutions of higher education to carry out eligible activities.

Eligible Rehabilitation and Preservation Activities – 570.202

- (a) Rehabilitation assistance for:
 - * Privately owned residential buildings and improvements;
 - * Low-income public housing and other publicly owned residential buildings and improvements;
 - * Publicly and privately owned commercial or industrial buildings; and
 - * Manufactured housing that is part of the permanent housing stock
- (b) Financing assistance through grants, loans, loan guarantees, interest supplements, or other means for:
 - 1. Private individuals and entities, including profit making and nonprofit organizations, to acquire and rehabilitate, and to rehabilitate properties for use or resale for residential purposes;
 - 2. Labor, materials and other rehabilitation costs, including repair, replacement of principal fixtures and components, installation of security devices, and renovations of existing structures;
 - 3. Loans for refinancing existing indebtedness secured by a property being rehabilitated;

4. Improvements to increase the efficient use of energy;
 5. Improvements to increase the efficient use of water;
 6. Connection of residential structures to water distribution or local sewer collection lines;
 7. Initial homeowner warranty premiums, hazard insurance premiums, flood insurance premiums and lead-based paint testing and abatement;
 8. Acquisition of tools to be lent to carry out rehabilitation;
 9. Rehabilitation services related to assisting participants in rehabilitation activities; and
 10. Rehabilitation of housing under Section 17 of the U. S. Housing Act of 1937.
 11. Improvements designed to remove material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons.
- (c) Code violations inspections and enforcement to arrest the decline of deteriorating or deteriorated areas.
- (d) Rehabilitation, preservation or restoration of publicly or privately owned historic properties.
- (e) Renovation of closed school or other buildings for use as an eligible public facility or for housing.
- (f) Lead-based paint hazard evaluation and reduction.

Special Economic Development Activities – 570.203

Activities that are listed as eligible may be carried out as part of an economic development project. In addition, special economic development activities that are necessary or appropriate to carry out an economic development project – but not including assistance for the construction of new housing may be carried out including:

- (a) Acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings, structures, and other real property equipment and improvements, including railroad spurs or similar extensions. Such activities may be carried out by the recipient, or public or private nonprofit subrecipients.
- (b) The provision of assistance to private for-profit businesses, including, but not limited to grants, loans, loan guarantees, interest supplements, technical assistance, and other forms of support, for any activity where the assistance is appropriate to carry out an economic development project – except for buildings for the general conduct of government, general government expenses, and political activities.
- (c) Economic development services including, but not limited to, outreach efforts to market available forms of assistance, screening of applicants, reviewing and underwriting applications for assistance, preparations of all necessary agreements, management of assisted activities, and the screening, referral and placement of applicants for employment opportunities generated by CDBG-eligible economic development activities, including the costs of necessary training.

Special Activities by Community-Based Development Organizations (CBDO's) – 570.204

- (a) Assistance may be provided to carry out a neighborhood revitalization, community economic development, or energy conservation project, including:
- * Activities listed as eligible; and
 - * Activities not otherwise listed as eligible – excluding buildings for the general conduct of government business, general government expenses, and political activities.
- (b) Activities must: (1) meet the public service requirements although services specifically designed to increase economic opportunities through job training and placement and other employment support services; (2) meet the requirements of the guidelines for evaluating and selecting economic development projects under Section 570.209; and (3) must not result in the recipient exceeding the 20% limit on planning and administrative costs.
- (c) Eligible entities are:
1. Non-profit or for-profit associations or corporations organized to engage in community development activities primarily within an identified geographic area and whose primary purpose is the improvement of the physical, economic or social environment.
 2. Section 301(d) Small Business Investment Companies, including those which are profit making, State or local development companies, or Community Housing Development Organizations.

3. Organization similar in purpose, function and scope.

Eligible Planning, Urban Environmental Design and Policy-Planning-Management-Capacity Building Activities – 570.205

- (a) Planning activities such as data gathering, studies, analyses, preparation of plans, and identification of actions to implement plans.
- (b) Activities

Program Administration Costs – 570.206

- (a) Reasonable costs of overall program management, coordination, monitoring and evaluation, including:
 - * Staff salaries, wages, and related costs;
 - * Travel costs;
 - * Administrative services such as general legal, accounting and audit services performed under third-party contracts; and
 - * Other goods and services required for administration of the program.
- (b) Provision of information and other resources to residents and citizens organizations.
- (c) Provisions of fair housing services.
- (d) Indirect costs.
- (e) Preparation of applications for Federal program.
- (f) Necessary administrative expenses in planning or obtaining financing for housing units which are identified in the HUD approved Housing Assistance Plan.
- (g) Overall program management of the Rental Rehabilitation and Housing Development programs.
- (h) Overall program management of:
 - 1. A Federally designated Empowerment Zone or Enterprise Community; and
 - 2. The HOME program under Title II of the Cranston-Gonzalez Affordable Housing Act.

Ineligible Activities – 570.207

- (a) Assistance for:
 - * Buildings used for the general conduct of government;
 - * General government expenses; and
 - * Political activities.
- (b) Assistance for:
 - * Purchase of construction equipment, fire protection equipment, furnishings and personal property;
 - * Repairing, operating and maintaining public facilities, improvements and services;
 - * New housing construction; and
 - * Income payments.

Except when carried out as a special economic development activities, or as a public service, or by an eligible community-based development organization, or by the recipient as specifically authorized.

APPENDIX B

SUMMARY OF 2025 HUD INCOME LIMIT GUIDELINES

Below are the FY 2025 HUD Income Limits for Cumberland County, which is part of the Vineland-Bridgeton, NJ MSA.

FY 2025 Income Limits Summary

FY 2025 Income Limit Area	Median Family Income Click for More Detail	FY 2025 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Vineland, NJ MSA	\$86,500	Very Low (50%) Income Limits (\$) Click for More Detail	32,450	37,100	41,750	46,350	50,100	53,800	57,500	61,200
		Extremely Low Income Limits (\$)* Click for More Detail	19,500	22,250	26,650	32,150	37,650	43,150	48,650	54,150
		Low (80%) Income Limits (\$) Click for More Detail	51,950	59,350	66,750	74,150	80,100	86,050	91,950	97,900

NOTE: **Cumberland County** is part of the **Vineland, NJ MSA**, so all information presented here applies to all of the Vineland, NJ MSA.

The **Vineland, NJ MSA** contains the following areas: Cumberland County, NJ;

APPENDIX C

MAP OF CDBG TARGET AREA

Below is a map displaying the Low- and Moderate-Income block groups in Millville. Qualifying projects will take place in the areas that are calculated as 51%-100% low- and moderate-income. Please contact Melissa Walsh at mwalsh@triadincorporated.com for more information or individual maps of each block group, if needed.

