



**SOUTH WOODBURY**  
NEIGHBORHOOD PRESERVATION PROGRAM

# South Woodbury Neighborhood Preservation Program Implementation Plan Façade Renovation Grants For Owner- Occupied Houses Application Form

The New Jersey Department of Community Affairs (DCA) and the City of Woodbury entered into a contract to administer the Neighborhood Preservation Program (NPP) in its NPP Neighborhood District known as South Woodbury NPP District in order to address the comprehensive revitalization needs within the targeted area.

The NPP program in the City of Woodbury will provide rehabilitation assistance, for needed exterior (façade) repairs, to eligible homeowners in the South Woodbury NPP District. Residents must meet Basic Eligibility Requirements but are not required to meet Property Eligibility Requirements. Assistance is available, on a first come first serve basis, until program funding is exhausted. The attached application should be completed by any homeowners interested in the program.

The New Jersey Department of Community Affairs (DCA) and the City of Woodbury entered into a contract to administer the Neighborhood Preservation Program (NPP) in its NPP Neighborhood District known as South Woodbury NPP District in order to address the comprehensive revitalization needs within the targeted area. See Exhibit A for the boundaries of the South Woodbury NPP District.

Using these funds, the South Woodbury NPP District has created the Façade Renovation Grant Program to assist with up to \$5,000 worth of façade renovation expenses for houses in the District.

The **attached** application should be completed by any homeowner interested in the grant funding. Funding will be released on a first-come, first-served basis.

#### **Eligible IMPROVEMENT COSTS for Residential Facade Grants**

Eligible improvements include:

<input type="radio"/> Roofing	<input type="radio"/> Masonry	<input type="radio"/> Doors	<input type="radio"/> Siding	<input type="radio"/> Weatherization
<input type="radio"/> Gutters	<input type="radio"/> Steps	<input type="radio"/> Railings	<input type="radio"/> Mailbox	<input type="radio"/> House numbers
<input type="radio"/> Downspouts	<input type="radio"/> Painting	<input type="radio"/> Awnings	<input type="radio"/> Lighting	<input type="radio"/> ADA
<input type="radio"/> Porches	<input type="radio"/> Windows	<input type="radio"/> Shutters	<input type="radio"/> Hardware	

Homeowner eligibility criteria are as follows:

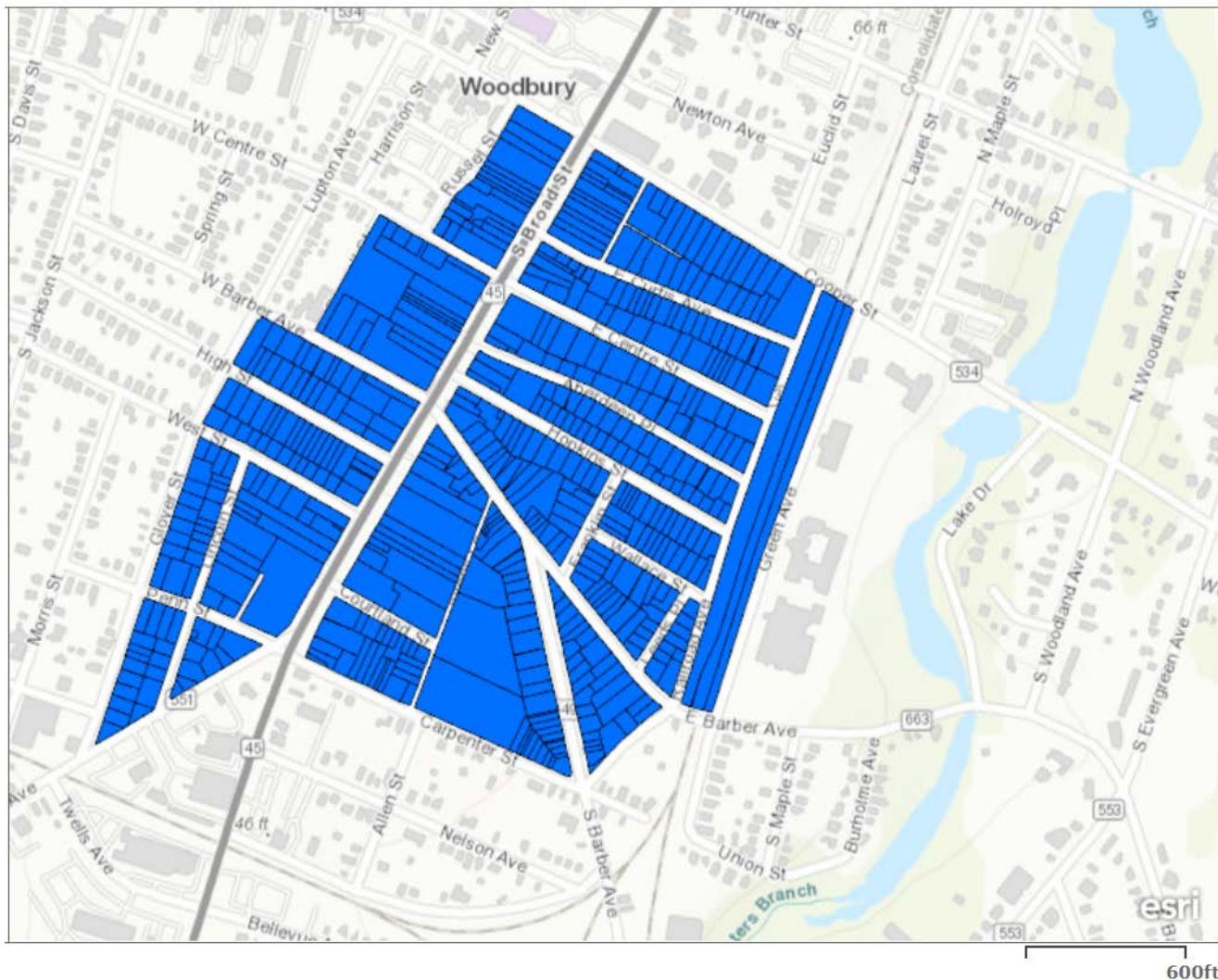
1. The property must be located within the district. See below for boundary map.
2. The applicant must furnish proof of property ownership by providing a copy of their Deed or property tax record.
3. The applicant must furnish proof the property owner is current on their real estate taxes for the subject property
4. The applicant must furnish proof the property owner is current on their property insurance
5. The request for assistance is in alignment with the strategic objectives of the NPP Implementation Plan.

Applications will be submitted to (City of Woodbury, 33 Delaware Street, Woodbury, NJ 08096. Or to Cassidy Swanson, [cswanson@woodbury.nj.us](mailto:cswanson@woodbury.nj.us) and Jake Botticello, [jbotticello@triadincorporated.com](mailto:jbotticello@triadincorporated.com)).

The entire process of this grant program is available in **Exhibit B** of the **attached** Policy and Procedure Guideline for South Woodbury Neighborhood Preservation Program Implementation Plan Façade Renovation Grants for Owner- Occupied Houses

1. The property is located within the South Woodbury NPP District per the following map:

Property Owner Information	
Owner Name:	
Owner Street Address:	
Owner Phone Number:	
Owner Email Address:	



<b>Additional Information</b>	
Are you in the designated South Woodbury NPP District (see map)?	
Can You Provide Proof of being current on your real estate taxes? Please include proof in the application.	
Can You Provide Proof of being current on your property insurance? Please include proof in the application.	
Is the request for assistance in alignment with the strategic objectives of the NPP Implementation Plan? Please state what the assistance is.	

<b>Bank Information (for deposit, if awarded)</b>	
Name on Bank Account:	
Account Number:	
Account Type (Checking/Savings/etc.)	

**Certification:**

I hereby certify under the penalties of perjury that the statements made on this form are true and correct to the best of my knowledge.

Print Name:	
Signature:	
Date:	

Completed applications may be dropped off at Woodbury City Hall or emailed to [cswanson@woodbury.nj.us](mailto:cswanson@woodbury.nj.us) and/or [jbotticello@triadincorporated.com](mailto:jbotticello@triadincorporated.com).



**SOUTH WOODBURY**  
NEIGHBORHOOD PRESERVATION PROGRAM

*Policy and Procedures for the*

# **SOUTH WOODBURY NEIGHBORHOOD PRESERVATION PROGRAM IMPLEMENTATION PLAN FAÇADE RENOVATION GRANTS FOR OWNER- OCCUPIED HOUSES**



Date Revised 2/5/2021

**NEIGHBORHOOD PRESERVATION PROGRAM IMPLEMENTATION PLAN**  
**Policy and Procedures Manual**

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## SOUTH WOODBURY DISTRICT NEIGHBORHOOD PRESERVATION PROGRAM

The New Jersey Department of Community Affairs (DCA) and the City of Woodbury entered into a contract to administer the Neighborhood Preservation Program (NPP) in its NPP Neighborhood District known as South Woodbury NPP District in order to address the comprehensive revitalization needs within the targeted area. See Exhibit A for the boundaries of the South Woodbury NPP District.

The City of Woodbury, along with various stakeholders, have developed a Neighborhood Preservation Implementation Plan which includes comprehensive revitalization goals and a budget to accomplish the objectives of said plan.

This manual identifies the policy and procedures that the City of Woodbury will follow in implementing their Neighborhood Preservation Program Implementation Plan.

The NPP Program in the City of Woodbury will provide various types of assistance to commercial and residential property owners, and business owners within the NPP neighborhood district, including:

- Rehabilitation Grants
  - Residential Facades
- Other District Improvement Assistance
  - Placemaking
  - NPP District Amenities

## REQUIREMENTS FOR ALL REHABILITATION GRANTS

- **NO INCOME QUALIFICATION FOR ANY OF THE REHABILITATION GRANTS**
- Due to the economic strain the COVID-19 pandemic has placed on the small businesses and residents of the State of New Jersey, the Department of Community Affairs has suspended their income requirements for the rehabilitation grants administered by the NPP program.
- Until further notice there are no income requirements for Residential Rehabilitation and Façade Grants.
- Although there are no income limits for these grants, lower income residents, business owners and commercial property owners must be prioritized. The City of Woodbury will make a concerted effort to market the program to low- and moderate-income residents, business owners and commercial property owners in the NPP district. This effort will include the distribution of marketing materials in the languages spoken by the low/mod income applicants.
- The process for administering Residential Rehabilitation and Façade Grants is outlined in Exhibit B

## BASIC ELIGIBILITY REQUIREMENTS FOR ALL GRANTS

In order to be eligible for any of the Building Rehabilitation Grants, the property **MUST** be physically located in the South Woodbury NPP District **AND**

The property owner must be current on their:

- property insurance, and
- real estate taxes for said property

## PROPERTY REQUIREMENTS

The exterior rehabilitation work done on a residential property must be:

- Visible from the street (or another public area such as a waterfront, park, traveled alley)
- Free of any code violations (other than violations on the facade)
- Be in alignment with the strategic goals identified in the approved NPP Implementation Plan

Grant application for exterior repairs on the side(s) or rear walls will **ONLY** be considered if:

- The side or rear walls are publicly visible.
- The front façade of said property has been addressed (or will be addressed at the same time as the side and/or rear).
- All other eligible applications for street facades in the NPP District have been fulfilled.
- The local NPP Coordinator receives written approval by the NPP Program Manager

## RESIDENTIAL FAÇADE GRANTS

The NPP program in the City of Woodbury will provide rehabilitation assistance, for needed exterior (façade) repairs, to eligible homeowners in the South Woodbury NPP District. Residents must meet Basic Eligibility Requirements but are not required to meet Property Eligibility Requirements (unless they reside in a commercial property).

## MAXIMUM GRANT AMOUNTS AND MATCH REQUIREMENTS FOR RESIDENTIAL FAÇADE GRANTS

NPP will provide grants up to \$5,000 toward the total cost of the exterior renovations needed on a residential property. There is no match required but if the total cost of the renovation exceeds \$5,000, the property owner will be responsible for providing the remaining cost of rehabilitation.

The maximum amount of assistance provided to any one property owner will not exceed \$5,000 for one property over the course of the 5-year program.

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## TYPES OF RESIDENTIAL PROPERTY OWNERS ELIGIBLE FOR FAÇADE GRANTS

The NPP program in the **City of Woodbury** in accordance with their NPP implementation plan, will provide assistance to:

- Residential homeowners of single-family units
- Residential owners occupants of a mixed-use building (property owner lives above a business)
- Residential owner occupants of a multi- family unit (two to four units)
  - Rental property units are eligible for assistance if the owner resides in one of the units
  - If a structure has been converted to a rental property, it must be a legal conversion
  - The multi-family unit cannot exceed 4 units

## ELIGIBLE IMPROVEMENT COSTS FOR RESIDENTIAL FAÇADE GRANTS

Eligible improvements include:

◦ Roofing	◦ Masonry	◦ Doors	◦ Siding	◦ Weatherization
◦ Gutters	◦ Steps	◦ Railings	◦ Mailbox	◦ House numbers
◦ Downspouts	◦ Painting	◦ Awnings	◦ Lighting	◦ ADA
◦ Porches	◦ Windows	◦ Shutters	◦ Hardware	

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## REQUIRED RESIDENTIAL FAÇADE GRANTS FILES

The NPP Program in the City of Woodbury will keep a complete set of program files as outlined in the Exhibit D - Required Façade Improvement Program Files.

## OTHER DISTRICT IMPROVEMENT ASSISTANCE

The City of Woodbury Neighborhood Preservation Program (NPP) will assist with the renovation and restoration of the commercial area, within the Neighborhood Preservation Program's district, by providing funding for activities that include:

- Placemaking Enhancements, and
- NPP District Amenities

## PLACEMAKING ACTIVITY

### PLACEMAKING ACTIVITY DESCRIPTION

- A. The NPP District Team will be bringing in ambient lighting, in phases, on Broad Street, between Cooper Street and Barber Avenue, to replace the current lighting. The NPP District Team will be examining various types of lighting, and associated cost, that could be installed in on for Year One, how many phases there will be, and the amount of money that will be budgeted for each phase. The amount of lights that get replaced in phase one will depend on the type of lighting we choose, and the overall cost. The NPP District Team may consider similar lighting to Triangle Park. Bringing in lighting will improve the quality and safety of both the residential and commercial areas. The current lighting is dim and does not present itself as a gateway or a welcoming residential area
- B. While the long-term goal is to reduce the number of vacant businesses; using window dressings on the current storefronts will increase the business value in Downtown Woodbury, walkability, and the ability to recruit new businesses.
- C. There are currently 15 public parking signs within the NPP Area. There are four types of signs and they are outdated, faded and placed in areas that are difficult for drivers to see. We will first update, and properly relocate (when necessary) the current parking signs that direct drivers on Broad Street to our Public Parking lots. From there, we will update the remaining public parking signs in phases.
- D. Another way to brighten up Downtown Woodbury is to add art. The current trash cans are bulky and an eyesore. By painting the trash cans, we could bring color and personality to Broad Street, while using existing space.

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#### **SITE CONTROL**

The locations for Projects A. C. and D, are owned by the City of Woodbury and the sites have been secured.

The sites for Project B. are owned by the property owner for each individual vacant storefront building. Placemaking will be secured by contacting each property owner and getting a signed approval letter to place the artwork in the window front.

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#### **ACCESSIBILITY**

Public accessibility to the placemaking project will be maintained from Monday – Sunday from 10 am to 10 pm.

##### **Maintenance of Placemaking Projects**

- A. The lights will be maintained by the City of Woodbury and the Public Works Department. The lighting controls will be located inside Woodbury City Hall to ensure of the longevity of the lights and programing
- B. The NPP Coordinator will ensure that the storefront art is being kept in good condition and is being collected and stored at Woodbury City Hall when a storefront is no longer vacant. When a new property becomes vacant, the process of reaching out to the property owner will begin again and then transferred to the new storefront.
- C. The parking signs will be installed and maintained by the City of Woodbury and the Public Works Department.

D. The trash cans will be installed and maintained by the City of Woodbury and the Public Works Department.

#### NPP NEIGHBORHOOD DISTRICT AMENITIES .

The City of Woodbury will also enhance the NPP District by providing funds for:

- Lighting
- Banners
- Other commercial district amenities

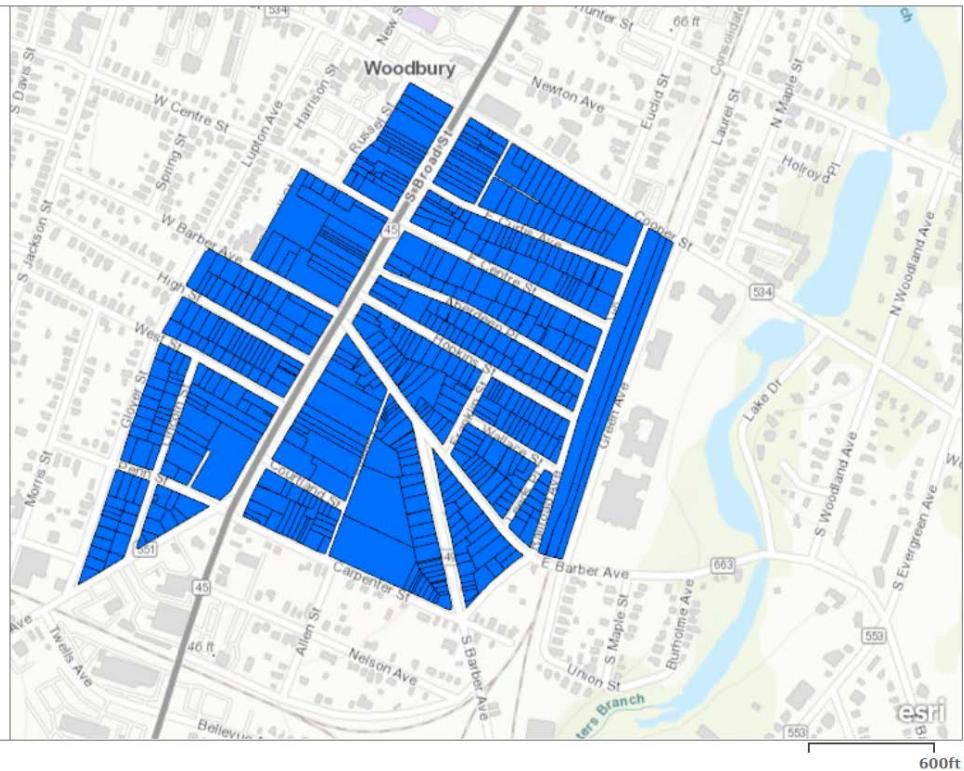
# EXHIBITS

## EXHIBIT A – TARGET AREA MAP

## Woodbury NPP

## Woodbury NPP Areas

 NPP Area



## EXHIBIT B - COMMERCIAL AND RESIDENTIAL FAÇADE REHABILITATION PROCESS

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### STEP 1 THE APPLICATION

Applications will be submitted to (City of Woodbury, 33 Delaware Street, Woodbury, NJ 08096. Or to Cassidy Swanson, [cswanson@woodbury.nj.us](mailto:cswanson@woodbury.nj.us) and Jake Botticello, [jbotticello@triadincorporated.com](mailto:jbotticello@triadincorporated.com))

The NPP Coordinator and/or Triad Associates) will determine if the owner/property meets the Basic Eligibility and the Property Requirements;

- The applicant must furnish proof of property ownership by providing a copy of their Deed or property tax record.
- The property is located within the district
- The property owner is current on their real estate taxes for the subject property
- The property owner is current on their property insurance
- The request for assistance is in alignment with the strategic objectives of the NPP Implementation Plan.

If the applicant is a commercial landlord, he must provide a copy of the lease, with a current and viable business owner that is at least one year in length.

If the client is not eligible, NPP Coordinator and/or Triad Associates sends out a rejection letter.

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### STEP 2 LETTER OF APPROVAL

If the applicant meets all eligibility requirements, they will be notified and the NPP Coordinator and/or Triad Associates will issue a Conditional Letter of Approval to the property owner. This letter may require modifications or changes to the original proposal.

Once preliminary approval is established and communicated; next steps are discussed with property owner.

The NPP Coordinator and/or Triad Associates creates a case file for the applicant and the case is entered in the rehabilitation log.

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### STEP 3 THE WORK WRITE UP

The list of applicants given preliminary approval will be compiled and the NPP Coordinator and/or Triad Associates will arrange the inspection of each property. An inspection of the exterior of the property will be conducted and will note all deficiencies with respect to the local property maintenance codes as well as energy saving deficiencies.

If the property is a commercial property, the Rehab Specialist's work write-up will be based on NPP Storefront and Façade Design Requirements. The write-ups for all properties inspected, regardless of use, will comply with any other requirements authorized by the municipality (i.e. Historical). The inspector will also identify the improvements that require a permit.

The Rehab Specialist will supply the NPP Coordinator and/or Triad Associates) with the write up and cost estimates, who will review these specifications with the property owner. If the owner agrees with the scope of work, he/she will sign the appropriate form certifying approval of the specifications.

The NPP Coordinator and/or Triad Associates will document existing conditions of the property by photographing the property before any improvements have been made.

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#### STEP 4 CONTRACTOR BIDDING

The NPP Coordinator and/or Triad Associates will send a set of bid specifications, work write-ups, and due date for sealed bids from all contractors. These firms must be on the contractor's approved list and have the capacity to bid on additional work. To appear on this list a contractor must supply references from three property owners they have worked for in the past year and evidence of comprehensive public liability insurance coverage protecting the owner for not less than \$1,000,000 in the event of bodily injury including death and \$1,000,000 in the event of property damage arising out of work performed by the contractor.

Sealed bids will be received by the NPP Coordinator and/or Triad Associates and will be opened at a specific date and time as noted in request for bids.

At the time and date prescribed on the "Bid Package", NPP Coordinator and/or Triad Associates) will open and record the bids.

The homeowner and the NPP Coordinator and/or Triad Associates select the lowest possible bid. If the homeowner chooses a contractor with a higher bid, they must pay the difference between the two bids.

The NPP Coordinator and/or Triad Associates will send rejection notices to the unsuccessful contractor bidders.

No contractor will be eligible to participate in more than three successful contracts at any one time unless they are a nonprofit organization.

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#### STEP 5 CONTRACTOR SELECTION – GRANT AGREEMENT

The NPP Coordinator and/or Triad Associates will review the bids with the property owner in an effort to decide which activities are to be included in the rehabilitation contract and the total cost of that contract, including what portion is the homeowners' responsibility (if applicable). All bidders, successful and unsuccessful, will be notified, contracts signed, and a "Proceed Order" issued.

The City of Woodbury NPP Coordinator and/or Triad Associates prepare an approved, legal, contractual agreement between the owner and the contractor.

The NPP Coordinator and/or Triad Associates and the Rehabilitation Specialist will conduct a pre-construction conference with the property owner and the contractor. They will review the final work write-up and the contractual agreement between the two parties. The property owner and the contractor will each sign the original two copies of the Contract Agreement, and the Notice to Proceed order. Each will receive copies of all documents.

The applicant must be willing to display a sign, provided by NPP Coordinator and/or Triad Associates on the exterior of the project site indicating "Funding provided in part by the State of New Jersey, Department of Community Affairs, Neighborhood Preservation Program". This sign will include the name of the current Governor and the Commissioner of DCA, as well as logos for both DCA and NPP. NPP Coordinator and/or Triad Associates has the sign installed on the property.

Once the cost of the project is determined by the successful awarding of the contract to a contractor. The property owner signs the Grant agreement and returns it to the NPP Coordinator and/or Triad Associates.

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#### STEP 6 REHABILITATION

The contractor will be responsible for obtaining all necessary permits and approvals from the municipality before work commences.

The contractor will be required to start work within 15 days and complete the work within 60 days of the contract signing.

In cases requiring matching funds from the homeowner/grant recipient, such funds will be expended first prior to NPP funds. All requests for payment will be referred to the NPP Coordinator and/or Triad Associates

The NPP Coordinator and/or Triad Associates will supply a “Funded By NPP” sign on all construction sites which will include the NPP logo and acknowledge the Governor of New Jersey and the Commissioner of DCA.

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#### STEP 7 THE INSPECTIONS

The inspector and the NPP Coordinator will conduct periodic inspections of work-in-progress. The inspector also visits the property upon the request of either the homeowner or the contractor. The Rehab Specialist will monitor the contractor's performance and take photographs before, during, and after the rehabilitation.

The inspector makes the final inspection when the work is completed. The property owner and inspector sign a release form indicating that the work is complete and satisfactory.

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#### STEP 8 CONTRACTOR PAYMENT

Contractor payment will be made based on the amount of work completed and certified by the Rehab Specialist (or the municipal inspectors if permits are involved). A contractor may receive partial payments. The contractor will notify the NPP Coordinator and/or Triad Associates when he/she is ready for an inspection.

NPP Coordinator and/or Triad Associates) will schedule an inspection with the Rehab Specialist (or Code Enforcement Department when applicable). The Rehab Specialist or Code Enforcement official determines what percentage of the job is completed, and consequently, what percentage of the payment may be released.

The NPP Coordinator and/or Triad Associates will authorize the program Rehab Specialist to complete the work inspections and either authorize a voucher for payment or complete a “punch list” to inform the contractor of deficiencies or missing work. All items must be corrected prior to payment.

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#### STEP 9 THE FINAL PAYMENT

When 100% of the work is completed and certified by the final inspection, the inspector authorizes payment to the contractor for the approved amount and the payment will be released.

When the NPP Coordinator and/or Triad Associates receives all the contractor's bills, they are submitted with a voucher to the Business Administrator for review and approval.

All vouchers for rehabilitation payment are submitted to the City Council for approval of payment.

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#### STEP 10 - THE FOLLOW-UP

The Rehab Specialist removes the NPP construction sign off the site and takes “after” pictures of the completed project.

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#### STEP 11

If desired, the City of Woodbury will hold a ribbon cutting at a mutually agreed upon time with the owners, media, municipal representatives and other NPP stakeholders to celebrate the completion of the project.

## EXHIBIT C COMMERCIAL STOREFRONT FAÇADE GRANT SELECTION CRITERIA

Applications will be reviewed by the NPP Coordinator and/or Triad Associates based on the strategy identified in the NPP Implementation plan.

In the event that there are more applications than the Commercial Storefront or Residential Façade allocation can address, the criteria below will be used to determine who should receive the grant.

- Potential for project to attract additional businesses and to stimulate the Neighborhood Preservation Program District's economy (50%);
- Applicant track record and business experience (20%); and
- Investment level and source of funds from the applicant (30%).

## EXHIBIT D - REQUIRED FAÇADE IMPROVEMENT PROGRAM FILES

The municipality will keep the following files on all grant recipients.

- Individual Client Files
  - Application
    - Before and after photos of project
    - Proof of ownership
    - Proof of current real estate tax status
    - Proof of current mortgage
    - Award letter to client

### Project Documents

- Copy of Work Write Ups
- Property Owner Sign Off on Work Write Ups
- Contractor Bidding Results
- Rejection Letter to Contractors
- Award Letter to Contractor
- Inspection Results
- Copy of the Lien
- Copies of any warranties

### Main Files (not project specific)

#### Contractor Information (on all contractors used for program)

- Licenses
- Bonding
- Insurance