

2025

Infrastructure and Municipal Aid Grant Application



A Service of the Union County Board of County Commissioners

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February 3, 2025

Phone 908-527-4087

Program Objective

As a result of the overwhelming success of the 2015 through 2024 Union County Infrastructure and Municipal Aid grant program, the Union County Board of County Commissioners has decided to offer it again this year. A total of \$1,500,000.00 will be made available to the County's twenty-one municipalities. This grant is made possible through proceeds of the sale of Runnells Hospital.

This grant program has a goal of providing assistance that will stimulate the development of public projects of economic, social, transportation and governmental importance to local municipalities.

The Infrastructure and Municipal Aid grant is a matching grant. It will assist municipalities with projects being undertaken in the 2025 calendar year.

Some examples of projects eligible for this grant are:

- Downtown Development Projects
- Economic Development Plans
- Large and Small Scale Construction Projects
- Engineering and Architectural Plans
- General Financing of Construction Projects/Bond Insurance
- Community Enhancement Projects
- Master Plans/Feasibility Studies/Transportation Plans
- Road Work, including pothole repair and structural enhancements

Program Timelines and Grant Information

1. Each of the twenty-one municipalities may apply for one or more projects.
2. Projects must be current initiatives, and all funding awarded must be incurred and expended by **December 31, 2025**.
3. **A separate application must be submitted for multiple projects. Multiple projects should be ranked in priority order.**
4. The application period will be limited to 30 days, commencing on **February 3, 2025** and concluding on **March 5, 2025**.
5. The review and selection period will follow, and award notification will occur within 30 days of the submission deadline. Grant projects accepted will receive a written grant commitment in the form of a letter from the Union County Board of County Commissioners. A formal Grant Agreement between the County of Union and the Municipality will follow.
6. Projects will be chosen based on need, scope, population served and readiness to proceed.
7. Funds awarded through this grant must be matched dollar for dollar by the municipality. All matching funds must be specifically related to the proposed project. It is critical to note that all matching funds must be incurred and expended in **Calendar Year 2025**.
8. Matching dollars may come from various sources, such as in-kind services, municipal budget, donor, State of New Jersey or other federal and state aid. These sources must be listed on the original grant application to qualify as matching funds.
9. Matching dollars may not come from any other county source of funding.
10. Grantees must adhere to the proposed project timelines. The grant period commences when the Union County Office of County Counsel executes the contracts.
11. All grant applications will be reviewed by the County Commissioners Fiscal Standing Committee, and are subject to final approval by the County Commissioners Fiscal Standing Committee in addition to a vote by the full body of the Union County Board of County Commissioners.
12. The funding request cannot exceed 50% of the total project cost, and cannot be used for staff or municipal salaries.

Certification of Matching Funds

I, , the Chief Financial Officer for
 (Municipality) certify available matching funds in the amount of
\$ in compliance with the 2025 Union County
Infrastructure and Municipal Aid Grant Program.

Signature

Date

Chief Financial Officer's Information:

Full Name:
Phone Number:
E-Mail Address:

Certification of Application

I, (Mayor or Business Administrator only)
hereby certify that the information provided within this application form is complete and true to the
best of my knowledge.

Signature

Date

Mayor or Business Administrator Information:

Full Name:	
Phone Number:	
E-mail Address:	

Matching Fund Details:

Please provide details of all sources of matching funds along with corresponding municipality account numbers.

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2025 Infrastructure and Municipal Aid Grant Application

Municipality:		
Mailing Address:		
Name of Project:		
Project Contact Person:		
Project Contact's Phone Number:		
Project Contact's Fax Number:		
Project Contact's E-mail Address:		
Federal Identification Number:		
Fiscal/Calendar Year:		
Finance Officer's Full Name:		
Finance Officer's Contact Information:		

As a representative of (Municipality),
I hereby authorize the project submitted for this proposed 2025 Infrastructure and Municipal Aid grant.

Signature

Date

Full Name (print)

Date

\$	\$	\$	
Total Project Cost	Requested Grant Amount:	Matching Dollar Amount	

Project Description and Summary:

Please attach additional pages as needed and include architectural and engineering plans, if appropriate.

Project Description and Summary should include the following information:

- Project name(s).
- Exact location(s) of project(s).
- Project timeline including anticipated start date and anticipated completion date.
- Specific anticipated accomplishments/outcomes.

Please note: A separate application must be submitted for multiple projects. Multiple projects must be ranked in priority order.

Conditions of Award

1. All recipients of grant dollars will be required to post signage acknowledging the County of Union's participation, dependent upon the type of project funded. Each will be discussed prior to confirmation of Grant Agreement between the County of Union and the Municipality.
2. All recipients of grant dollars will be subject to monitoring visits by the Union County Board of County Commissioners staff.
3. All recipients of grant dollars shall be required to enter into an agreement prepared by the Union County Office of County Counsel. Said agreement shall provide that all funding provided through this grant shall be dedicated to the improvement of approved projects in said municipality.
4. Recipients will submit to the County a monthly grant work sheet which will include an update of the progress of the project(s), monthly expenditures including funding sources and account numbers, and an updated estimated completion date of the project(s).
5. Should it be determined by the County that funds granted pursuant to this agreement are not being so dedicated by the applicant, and then in that event, the County will require reimbursement of all amounts so granted. This provision applies to any present or future violations.

Submit Application to:

Attn: Kathleen M. Addessa, Special Projects Coordinator
Union County Administration Building, 6th Floor
Department of Economic Development
10 Elizabethtown Plaza
Elizabeth, New Jersey 07207

Submission Deadline: March 5, 2025