

2026 CAPITAL PROJECT GRANT PROGRAM



**UNION COUNTY IMPROVEMENT
AUTHORITY**

UNION COUNTY IMPROVEMENT AUTHORITY

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MEMORANDUM

TO: Union County Municipal Mayors, Council Presidents, and Business Administrators

FROM: Dr. Bibi Taylor, Executive Director, Union County Improvement Authority (UCIA)

DATE: September 17, 2026

SUBJECT: Launch of the 2026 Capital Project Grant Program – \$10,000,000 Municipal Allocation

On behalf of the Union County Improvement Authority (UCIA) and in strategic partnership with the Union County Board of County Commissioners, I am pleased to announce the formal launch of the 2026 Capital Project Grant Program. This cycle makes a total pool of \$10,000,000.00 in capital funding available exclusively to our constituent municipalities to accelerate local projects of economic, transportation, or governmental importance.

To be considered for funding, proposed projects must represent substantial infrastructure or community enhancements with a total capital cost exceeding \$100,000.00. Matching funds are not required from the municipality.

Grant Performance Timeline, Statutory Alignment, and Enforcement Structure

This initiative operates as a performance-driven capital grant program designed to accelerate local infrastructure delivery while ensuring strict statutory compliance and timeline accountability. The Authority has structured the grant covenants as follows:

- **NJ Bond Law Alignment:** To be eligible for funding, all proposed municipal initiatives must qualify as authorized public capital improvements identified under the New Jersey Bond Law (N.J.S.A. 40A:2-1 et seq.).
- **5-Year Expenditure Deadline:** Grantees must fully expend all awarded grant funds within five (5) years of executing the formal grant agreement.
- **Non-Expenditure Enforcement Remedies:** If a municipality fails to fully expend its grant allocation within the five-year window, the final enforcement action shall be determined in consultation with the County, the UCIA, and municipal representatives at the conclusion of the 5-year expenditure deadline. This collaborative review will establish which of the following two remedies shall be applied to the remaining unspent balance:
 1. **Administrative Bar:** The municipality shall be strictly barred from applying for or receiving any future County Grants for a period of five (5) years; **OR**
 2. **Repayment by Annual Appropriations:** The unspent balance shall be repaid to the UCIA by annual appropriations over five (5) years at a fixed interest rate of two percent (2%) per annum.

Mandatory Monthly Accountability and Reporting

To safeguard public assets and assist municipalities in meeting their five-year completion target, the UCIA is implementing a rigorous oversight structure. As a rigid condition of the award, all successful grantees will be required to submit the enclosed UCIA Quarterly Progress Worksheet via email directly to my office at BTaylorUCIA@ucnj.org. This spreadsheet tracks real-time construction percentages and quarterly fiscal drawdowns to proactively flag and mitigate project delays.

Critical Application and Review Timelines

Due to the competitive nature of this \$10,000,000 funding pool, timelines will be strictly enforced:

- **Application Submission Deadline:** October 1, 2026
- **Formal Board Award Notifications:** No later than October 6, 2026

Applications will be competitively scored by our internal evaluation committee based on critical community need, regional population reach, financial feasibility, and documented readiness to proceed. The complete interactive application packet and the quarterly reporting layout parameters are attached to this memorandum.

We look forward to partnering with your municipality to deliver impactful, modern infrastructure enhancements to the residents of Union County.

APPENDIX: FREQUENTLY ASKED QUESTIONS (FAQ)

Q1: Is this program a grant or a loan?

A: This is a **capital project grant program**. It is not a loan. However, it features a rigid 5-year expenditure requirement. Funds are not repaid provided they are fully spent on the approved project within the 5-year deadline.

Q2: What happens if our project takes 5 years and 2 months to complete or we leave funds unspent?

A: The five-year timeline is a mandatory contract covenant. If grant funds are not fully spent within five years, the remaining balance is subject to clawback enforcement. At the conclusion of the 5-year expenditure deadline, the County and the UCIA will consult directly with municipal representatives to evaluate the project status and determine the appropriate remedy. The final action will either result in the municipality being barred from applying for any future County Grants for a period of five (5) years or requiring that the unspent balance be repaid to the UCIA by annual appropriations over five (5) years at a fixed interest rate of 2%.

Q3: Can a municipality submit multiple applications?

A: Yes. Municipalities may submit more than one project application. However, given the \$10,000,000.00 total program cap, the UCIA internal evaluation committee will heavily weigh geographic equity and readiness to proceed. Each project must independently exceed the \$100,000.00 minimum cost threshold.

Q4: Are matching municipal funds or co-investments required?

A: No. There is no municipal matching requirement for this program. The UCIA will finance up to 100% of the requested amount, provided it fits within the approved award parameters and exceeds the \$100,000.00 floor.

Q5: What types of projects are considered "eligible"?

A: Projects must represent large-scale physical capital improvements or strategic developments. Crucially, all proposed projects must be explicitly identified and permitted under the New Jersey Bond Law (N.J.S.A. 40A:2-1 et seq.) to qualify for this program cycle.

Q6: How strict is the monthly reporting requirement?

A: Extremely strict. Because the UCIA holds a fiduciary duty to monitor these project timelines closely, submitting the UCIA Monthly Progress Worksheet by the designated monthly deadline is mandatory. Repeated failure to submit these updates to the Executive Director may result in a formal project review, a freeze on future drawdowns, or a determination that funds are not being dedicated properly.

UNION COUNTY IMPROVEMENT AUTHORITY

2026 Capital Project Grant Application Form

Part 1: Applicant & Contact Information

Municipality:	
Mailing Address:	
Federal Identification Number:	
Fiscal/Calendar Year:	
Name of Proposed Project:	
Project Contact Person & Title:	
Contact Phone / Fax Number:	
Contact E-mail Address:	

Municipal Finance & Administrative Contacts:

Chief Financial Officer Full Name:	
Phone Number / E-Mail:	
Mayor or Business Administrator Full Name:	
Phone Number / E-Mail:	

Part 2: Project Funding Request

Total Anticipated Project Cost:	\$ _____
Requested UCIA Grant Amount:	\$ _____

Part 3: Project Description & Summary Attachment Guidance

Please attach additional details containing: (1) Exact Location(s) of Project, (2) Narrative summary detailing economic, transportation or governmental scope importance, (3) Key structural milestones, and (4) Projected engineering timelines mapping precisely into the 5-year requirement window.

Part 4: Conditions of Award & Grant Covenants

1. **Signage Acknowledgement:** Recipients must post physical signage acknowledging participation of the UCIA. All Project signs shall be submitted and approved by the UCIA.
2. **Monitoring & Audits:** Funded items remain subject to physical audit checks by Authority representatives.
3. **Mandatory Quarterly Reports:** Progress worksheets must be filled using the official template layout spreadsheet and emailed dynamically each month to Dr. Bibi Taylor, Executive Director at BTaylorUCIA@ucnj.org.
4. **Fund Dedication:** Diversion of capital funds from approved milestones results in immediate repayment enforcement.

Part 5: Authorization & Legal Certifications

Section A: Authorization to Submit

By signing below, I certify that I am an authorized official of the applicant municipality and hereby execute this capital project funding request submission to the Union County Improvement Authority (UCIA). I further certify that this application has been formally approved by the local governing body and is accompanied by a certified copy of the required municipal resolution authorizing this submission.

Signature: _____

Print Name: _____

Title: _____

Date: _____

SECTION B: CERTIFIED ACKNOWLEDGEMENT OF CAPITAL GRANT TERMS

I, the undersigned Mayor or Business Administrator, hereby certify that all information submitted is structurally valid and that the proposed project is an eligible capital improvement identified under the **NJ Bond Law (N.J.S.A. 40A:2-1 et seq.)**. Furthermore, on behalf of the submitting Municipality, I explicitly acknowledge and accept that this funding is structured as a capital grant featuring a mandatory five (5) year expenditure timeline.

Failure to satisfy this five-year expenditure timeline will trigger an enforcement review to be conducted in consultation with the County, the UCIA, and municipal representatives at the conclusion of the 5-year deadline. I understand that this consultative process will determine whether the unspent balance shall be repaid to the UCIA by annual appropriations over five (5) years at a fixed interest rate of 2% per annum, or if the municipality shall be barred from future County Grant programs for a period of five (5) years.

Signature of Mayor / Administrator: _____ Date: _____

UCIA CAPITAL PROGRAM — QUARTERLY PROGRESS WORKSHEET STRUCTURE

Required Reporting Framework to be Filled Programmatically in Excel Template

Grantees are required to maintain active fiscal ledger logging matching the structural framework below. Completed sheets must be compiled and transmitted monthly to BTaylorUCIA@ucnj.org.

Financial Account Component Metric	Value Framework / Input Cell Data Fields
Approved Grant Capital Cap:	\$ [Insert Municipal Total Allocation]
Prior Cumulative Monthly Expenditure Drawdowns:	\$ [Auto-Calculated Past Aggregate Balance]
Current Quarter Work-Cycle Spend Draw:	\$ [Input Active Month Invoice Volume]
Total Cumulative Project Spend To Date:	\$ [Formula: Prior Spend + Current Quarter]
Remaining Unexpended Allocation Balance:	\$ [Formula: Approved Cap - Cumulative To Date]
Verified Engineering Project Completion %:	[Input Progress Percentage e.g. 45%]
Target vs Actual Milestone Trajectory:	[Narrative Flag for Schedule Variance Risk & 5-Year Deadline]
Narrative of Project Status Update:	

**RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE UNION
COUNTY IMPROVEMENT AUTHORITY (UCIA) FOR THE 2026 CAPITAL PROJECT
GRANT PROGRAM AND ACKNOWLEDGING THE STATUTORY COMPLIANCE AND
CONDITIONAL REPAYMENT COVENANTS THEREOF**

Municipality: _____

Resolution No: _____

WHEREAS, the Union County Improvement Authority (UCIA) has established the 2026 Capital Project Grant Program, utilizing an aggregate funding pool of \$10,000,000.00 to stimulate local capital projects of economic, transportation, or governmental importance to constituent municipalities; and

WHEREAS, the [Insert Name of Municipality] desires to advance a public improvement project known as [Insert Name of Project], with an estimated total capital cost of \$____; and

WHEREAS, under the regulations of the UCIA program, funding is structured as a capital grant that requires all allocated funds to be fully expended within five (5) years of the execution of the formal grant agreement; and

WHEREAS, to qualify for funding, the [Insert Name of Municipality] certifies that the proposed public improvement project is an eligible capital project identified and permitted under the New Jersey Bond Law (N.J.S.A. 40A:2-1 et seq.); and

WHEREAS, the [Insert Name of Municipality] explicitly recognizes that a failure to fully expend the grant allocation within the mandated five (5) year window will require the enforcement remedy to be selected and applied in consultation with the County, the UCIA, and municipal representatives at the conclusion of the 5-year expenditure deadline, which remedy shall consist of either a complete administrative bar from applying for future County Grants for a period of five (5) years or a requirement that the unspent balance be repaid to the UCIA by annual appropriations over five (5) years at a fixed interest rate of two percent (2%) per annum;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the [Insert Name of Municipality], County of Union, State of New Jersey, as follows:

1. Submission Authorization: The Mayor, Business Administrator, and Chief Financial Officer are hereby authorized and directed to execute and submit the formal 2026 Capital Project Grant Application package to the UCIA for an amount not to exceed \$_____.

2. NJ Bond Law Certification: The Municipality hereby certifies that the scope of work for

[Insert Name of Project] aligns with the public capital improvements permitted under the New Jersey Bond Law (N.J.S.A. 40A:2-1 et seq.).

3. Acceptance of Terms and Enforcement Covenants: In the event an award allocation is made, the Municipality affirms its intent to complete the project scope and fully expend the grant funds within the five-year performance window. The Municipality acknowledges the legal, binding covenant that any remaining unspent balance after five (5) years shall be subject to a remedy determined in consultation with the County, the UCIA, and municipal representatives, resulting in either a five (5) year administrative bar from future County Grant programs or a requirement to repay the balance by annual appropriations over five (5) years at a fixed interest rate of 2% per annum.

4. Reporting Compliance: The Municipality commits to submitting the mandatory UCIA Quarterly Progress Worksheet directly to the UCIA Executive Director at BTaylorUCIA@ucnj.org as a condition of ongoing fund drawdowns.

5. Certified Copies: A certified copy of this Resolution shall be transmitted directly to Dr. Bibi Taylor, Executive Director of the Union County Improvement Authority, with the formal application package prior to the October 1, 2026 deadline.

CERTIFICATION

I, _____, Municipal Clerk of the [Insert Name of Municipality], do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Governing Body at a meeting held on _____, 2026.

Municipal Clerk Signature