



**PASSAIC COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT – CV  
(CDBG-CV) APPLICATION**

**APPLICATIONS MUST BE RETURNED TO THE DEPARTMENT OF  
PLANNING & ECONOMIC DEVELOPMENT BY**

**TUESDAY, JUNE 23, 2020, 4:00 PM**

**VIA EMAIL ONLY AT**

**[passaiccountyCARES@passaiccountynj.org](mailto:passaiccountyCARES@passaiccountynj.org)**

**PROJECT SELECTION CRITERIA**

- Completeness of application
- Detailed project description
- Project eligibility
- Meets a national objective justification (i.e., low/mod benefit rationale)
- Project can be completed within a reasonable time frame
- Provides substantial community benefit
- Proposed project must support programs that aid in the response to the negative impacts of COVID-19

## INSTRUCTIONS FOR THE PASSAIC COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT-CV (CDBG-CV) APPLICATION

1.	<p>Prepare your CDBG-CV application in a clear, comprehensive and concise manner. Remember to <b><u>complete all sections</u></b> and provide sufficient documentation to ensure fair consideration of your application. <b><u>Applications will only be accepted in an electronic version via email to: <a href="mailto:passaiccountyCARES@passaiccountynj.org">passaiccountyCARES@passaiccountynj.org</a></u></b></p>
2	<p>When funds are requested for public services that include requests for funding for personnel, provide personnel and job descriptions with detailed salary and wage information.</p>
3.	<p>For the budget page, you may use the form provided.</p> <p>Please be advised that Passaic County CDBG-CV Program funds <b>WILL NOT</b> pay for the following:</p> <ul style="list-style-type: none"> <li>• Salaries of supervisory personnel – only the salaries of direct staff involved in the project are eligible.</li> <li>• Overhead – office space, utilities, telephone, etc. will not be paid for unless dedicated <b>EXCLUSIVELY</b> to the use of the CDBG-CV funded activity. There will be no pro-rating of such expenses.</li> <li>• Food – Unless essential to the client services such as nutrition and food preparation classes or a food bank, or food delivery.</li> <li>• Capital improvements, such as facility maintenance and repair, are not eligible.</li> </ul> <p>Work that is contracted for prior to the execution of the agreement with the County or that has not been competitively procured cannot be paid with CDBG-CV funds. This includes construction as well as professional services. <b>All items purchased with CDBG-CV funds must be competitively procured whether by bid or quote. We will provide the federal requirements add to your bid package.</b></p>
	<p>Please ensure that your application has been signed by the appropriate agency official. <b>Approval by your BOARD OF DIRECTORS</b> is required for submission of the application. Please provide a copy of the resolution. A sample is included for your use or you may use your own.</p>
<p>All applications will be reviewed by the staff of the Department of Planning &amp; Economic Development to determine eligibility. If additional information is required, you will be contacted by a representative of the Department.</p>	

## APPLICANT INFORMATION AND PROJECT ABSTRACT

1.	Project Name:		
2.	Eligible <b>CDBG-CV</b> Activity: (See Exhibit A)		
3.	<b>CDBG-CV</b> Funding Year: Substantial Amendment to <b>FY 2019</b>		
4.	Name of Applicant (Non-profit):		
5.	Address:		
6.	Telephone:	7.	Facsimile:
8.	Federal Tax ID No.:	8a.	DUNS No.:
8b.	<b>Attach SAM.gov</b> Proof of Registration and CAGE Number	8c.	Non-Profits: <b>Attach BRC, W-9 and IRS 501c3 Letter</b>
9.	Type of Organization: <input type="checkbox"/> Non-profit		
10.	Name of Principal Contact Person:		
11.	Title:	12.	Email address:
13.	Amount of CDBG-CV funds requested: \$		
14.	Funds committed from other sources: \$		
15.	Total project cost (Line 13 + Line 14): \$		

**The applicant certifies that to the best of its knowledge and belief, the information included in this application is true and correct, and that the applicant will comply with all federal requirements should this application be approved for funding.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name and Title

**PROJECT DESCRIPTION**

Briefly describe the proposed project. The narrative should include: 1) the need or problem to be addressed, 2) the population to be served or the area to benefit, 3) the work to be performed, including the activities to be undertaken or the services to be provided, 4) the method of approach, 5) the implementation schedule, and 6) the project's relationship to the response to impacts of COVID-19. (*Minimum of 750 Words*) **Attach additional sheets if necessary.**

## US HUD CDBG STATUTORY OBJECTIVE JUSTIFICATION \*

**LMI Area Benefit** | # Persons Served: \_\_\_\_\_

**Census Data** – (Please reference the **LMI Area map** provided by Passaic County)

Census Tract and Block Group #: \_\_\_\_\_

Area population: \_\_\_\_\_ LMI Population: \_\_\_\_\_ Percent LMI: \_\_\_\_\_

**OR**

**Survey Data** – Check this box if you intend to utilize household income surveys to document the size and annual income of each person receiving the benefit. Note: at least 51% of the program beneficiaries must be persons whose family income does not exceed the limits summarized in **Exhibit C – National Objective Qualifiers**.

**\*\*Note:** Public service activities CANNOT be qualified through the Area Benefit National Objective.

**LMC Limited Clientele** | # Persons Served: \_\_\_\_\_

If the proposed activity is a public service and is limited to a specific group of people, at least 51% of whom are low- and moderate-income persons, indicate which of the three categories of limited clientele activities best describes the activity by placing a checkmark in the appropriate box.

**Presumed benefit** - place a checkmark in the box that describes the beneficiaries of the proposed service: (NOTE: Handicap Barrier Removal Projects should check Presumed Benefit/Severely Disabled Adults below).

Abused children

Battered spouses

Elderly persons

Severely disabled adults (use census population report definition)

Homeless persons

Illiterate adults

Persons living with AIDS

Migrant farm workers

**Family size and income** – check this box if you intend to utilize household income surveys to document the size and annual income of each person receiving the benefit. Note: at least 51% of the program beneficiaries must be persons whose family income does not exceed the limits summarized in **Exhibit C – National Objective Qualifiers**.

**Nature and location of activity** – check this box if the nature and location of the activity are such that it will be used predominantly by low- and moderate-income persons. For example, a day care center designed to serve residents of a public housing development. Attach an explanation of how the activity meets this objective.

**LMH Housing** | # Households Served: \_\_\_\_\_

**Housing** – check this box if you will use funds to benefit low – and moderate Income homeowners or renters. Each unit must be occupied by a low- and moderate income household.

**Urgent Need:**

Activities designed to address the federal disaster that do not meet the low income benefit test. Limited to 30% of the CDBG Covid allocation.



## BUDGET NARRATIVE ATTACHMENT

**1. Describe your plans to use other funds on this project. In this section, only describe funds that have been secured. Provide the source of funds, amounts, and how these funds will be used. Describe your use of donated goods and services. Estimate the value of these goods and services.**

**2. Explain why you consider your program to be a local priority for CDBG-CV funding.**

## **NON-PROFIT APPLICANT ORGANIZATIONAL INFORMATION**

### **Project Administration**

**Describe the staff, volunteers, consultants, or board members who will be directly associated with this project/service and their responsibilities. Provide an organization chart, including employee names and titles, to characterize how this program/service fits into the overall organizational structure. Describe overall program delivery strategy.**

### **Monitoring**

**Briefly describe how you will monitor progress in implementing the program. Attach copies of all data collection tools that will be used to verify achievement of program goals and objectives. Describe who will be responsible for monitoring progress.**

### **Insurance/Bonding/Worker's Compensation**

**State whether or not the agency has liability insurance coverage, in what amount, and with what insuring agency. State whether or not the agency pays all payroll taxes and worker's compensation as required by federal and state laws. State whether or not the agency has fidelity bond coverage for principal staff who handle the agency's accounts, in what amount, and with what insuring agency.**



## **NON-PROFIT APPLICANT ORGANIZATIONAL INFORMATION CONTINUED**

### **Financial Capacity**

**Describe the agency's current operating budget, itemizing revenues, and expenses. Identify commitments for ongoing funding. Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.**

**Please attach the following information to your application:**

### **Application Checklist: (non-profit applicants only)**

- Articles of Incorporation / Bylaws
- Non-profit determinations (tax exempt letter from IRS and/or state)
- List of Board of Directors
- Organizational chart
- Resumes of chief program administrator, chief fiscal officer, and project personnel/team members
- Financial statement and audit
- W-9 Form
- Business Registration Certificate (BRC)
- Resolution from Board of Directors authorizing grant application
- SAM.gov proof of registration and CAGE number

# EXHIBIT A

## Quick Guide to CDBG-CV Eligible Activities to Support Coronavirus and Other Infectious Disease Response

Revised April 6, 2020

*See Excerpt Below*

<b>Provision of New or Quantifiably Increased Public Services</b>	
Following enactment of the CARES Act <sup>1</sup> , the public services cap <sup>2</sup> has no effect on CDBG-CV grants and no effect on FY 2019 and 2020 CDBG grant funds used for coronavirus efforts.  <i>See section 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e).</i>	Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.
	Provide testing, diagnosis or other services at a fixed or mobile location.
	Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities.
	Provide equipment, supplies, and materials necessary to carry-out a public service.
	Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities.

## Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response

### REVISED April 6, 2020

Grantees should coordinate with local health authorities before undertaking any activity to support state or local pandemic response. Grantees may use Community Development Block Grant (CDBG) funds for a range of eligible activities that prevent and respond to the spread of infectious diseases such as the coronavirus.

### Examples of Eligible Activities to Support Coronavirus and Other Infectious Disease Response

<i>For more information, refer to applicable sections of the Housing and Community Development Act of 1974 (for State CDBG Grantees) and CDBG regulations (for Entitlement CDBG grantees).</i>	
<b>Buildings and Improvements, Including Public Facilities</b>	
Acquisition, construction, reconstruction, or installation of public works, facilities, and site or other improvements. <i>See section 105(a)(2) (42 U.S.C. 5305(a)(2)); 24 CFR 570.201(c).</i>	Construct a facility for testing, diagnosis, or treatment.
	Rehabilitate a community facility to establish an infectious disease treatment clinic.
	Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment.
Rehabilitation of buildings and improvements (including interim assistance). <i>See section 105(a)(4) (42 U.S.C. 5305(a)(4)); 24 CFR 570.201(f); 570.202(b).</i>	Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic, e.g., by replacing the HVAC system.
	Acquire, and quickly rehabilitate (if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery.
	Make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis.
<b>Assistance to Businesses, including Special Economic Development Assistance</b>	
Provision of assistance to private, for-profit entities, when appropriate to carry out an economic development project. <i>See section 105(a)(17) (42 U.S.C. 5305(a)(17)); 24 CFR 570.203(b).</i>	Provide grants or loans to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease.
	Avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.
Provision of assistance to microenterprises. <i>See section 105(a)(22) (42 U.S.C. 5305(a)(22)); 24 CFR 570.201(o).</i>	Provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

<b>Provision of New or Quantifiably Increased Public Services</b>	
<p>Following enactment of the CARES Act<sup>1</sup>, the public services cap<sup>2</sup> has no effect on CDBG-CV grants and no effect on FY 2019 and 2020 CDBG grant funds used for coronavirus efforts.</p> <p><i>See section 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e).</i></p>	Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.
	Provide testing, diagnosis or other services at a fixed or mobile location.
	Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities.
	Provide equipment, supplies, and materials necessary to carry-out a public service.
	Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities.
<b>Planning, Capacity Building, and Technical Assistance</b>	
<p>States only: planning grants and planning only grants.</p> <p><i>See section 105(a)(12).</i></p>	Grant funds to units of general local government may be used for planning activities in conjunction with an activity, they may also be used for planning only as an activity. These activities must meet or demonstrate that they would meet a national objective. These activities are subject to the State's 20 percent administration, planning and technical assistance cap.
<p>States only: use a part of to support TA and capacity building.</p> <p><i>See section 106(d)(5) (42 U.S.C. 5306(d)(5)).</i></p>	Grant funds to units of general local government to hire technical assistance providers to deliver CDBG training to new subrecipients and local government departments that are administering CDBG funds for the first time to assist with infectious disease response. This activity is subject to the State's 3 percent administration, planning and technical assistance cap.
<p>Entitlement only: data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans. <i>See 24 CFR 570.205.</i></p>	Gather data and develop non-project specific emergency infectious disease response plans.

### Planning Considerations

Infectious disease response conditions rapidly evolve and may require changes to the planned use of funds:

- CDBG grantees must amend their Consolidated Annual Action Plan (Con Plan) when there is a change to the allocation priorities or method of distribution of funds; an addition of an activity not described in the plan; or a change to the purpose, scope, location, or beneficiaries of an activity (24 CFR 91.505).
- If the changes meet the criteria for a "substantial amendment" in the grantee's citizen participation plan, the grantee must follow its citizen participation process for amendments (24 CFR 91.105 and 91.115).
- Under the CARES Act, CDBG grantees may amend citizen participation and Con Plans concurrently in order to establish and implement expedited procedures with a comment period of no less than 5-days.

### Resources

The Department has technical assistance providers that may be available to assist grantees in their implementation of CDBG funds for activities to prevent or respond to the spread of infectious disease. Please contact your local CPD Field Office Director to request technical assistance from HUD staff or a TA provider.

- Submit your questions to: [CPDQuestionsAnswered@hud.gov](mailto:CPDQuestionsAnswered@hud.gov)
- Coronavirus (COVID-19) Information and Resources: <https://www.hud.gov/coronavirus>
- CPD Program Guidance and Training: <https://www.hudexchange.info/program-support/>

<sup>1</sup> On March 27, 2020, President Trump approved the Coronavirus Aid, Relief, and Economic Security Act (Public Law 116-136) (CARES Act). The CARES Act makes available \$5 billion in CDBG coronavirus response (CDBG-CV) funds to prevent, prepare for, and respond to coronavirus.

<sup>2</sup> Section 105(a)(8) of the HCD Act caps public service activities at 15 percent of most CDBG grants. Some grantees have a different percentage cap.

## EXHIBIT “B” - National Objective Qualifiers

In order to be considered as benefiting a low or moderate-income person, an activity must fall into one of the categories below.

**Area Benefit:** Passaic County is an “exception level” community. Census areas with 42.76% low-moderate income or above qualify for funding. (The exception level may be adjusted by HUD in 2020 – we will notify all municipalities if that does occur). However, smaller areas may qualify based on an income survey. When surveys are needed, at least 51% of the residents within the targeted activity area must be low-moderate income persons. The activity may also be available to all persons in the area regardless of income.

**Limited Clientele:** To qualify under this subcategory, a limited clientele activity must fulfill one of the following tests.

- Clientele must be one of the following groups:
  - Abused children
  - Elderly persons
  - Battered spouses
  - Homeless persons
  - Adults meeting the US Census Bureau’s definition of severely disabled persons
  - Illiterate living with AIDS
  - Migrant farm workers, or
- At least 51% of the clientele must be low-moderate income persons; or
- The activity must be of such a nature and in such a location that it may reasonably be concluded that the clientele will be low-moderate income persons; or
- The activity must serve to remove material or architectural barriers to the mobility or accessibility of elderly persons or of severely disabled adults; or
- The activity must take the form of micro enterprise assistance carried out in accordance with 24 CFR 570.201 (o); or
- The activity must provide job training and placement and/or other employment support services, including, but limited to peer support programs, counseling, childcare and other similar services, in which the percentage of low-moderate income persons assisted is less than 51%. This situation qualifies under the limited clientele objective only in the following circumstance:

“In such cases where such training or provision of supportive services assist business (es), and the only use of CDBG assistance received by the business is to provide the job training and/or supportive services; and the proportion of the total cost of the services borne by CDBG funds is no greater than the proportion of the number of persons benefiting from the services who are low-or moderate income”.

**Housing:** The activity must result in housing that will be occupied by low-moderate income persons upon completion. The housing can be either owner- or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.

**Jobs:** “Special economic development” activities may meet the low-moderate Income Benefit national objective only in the following three ways:

- Be located in a predominately low-moderate neighborhood and serve the low-moderate income residents (e.g., a grocery store serving a low-moderate income neighborhood qualifies as area benefit); or
- Involve the employment of persons, the majority of who are low-moderate income persons (e.g., a retail clothing store which creates or maintains jobs principally for low-moderate income persons).

## Exhibit “C”

### FY 2019 INCOME LIMITS DOCUMENTATION SYSTEM FY 2019 Income Limits Summary

FY 2019 Income Limit Area	Median Family Income —————	FY 2019 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
<b>Bergen- Passaic, NJ HUD Metro FMR Area</b>	\$106,600	<b>Very Low (50%) Income Limits (\$)</b>	37,350	42,650	48,000	53,300	57,600	61,850	66,100	70,400
		<b>Extremely Low Income Limits (\$)*</b>	22,400	25,600	28,800	32,000	34,600	37,150	39,700	43,430
		<b>Low (80%) Income Limits (\$)</b>	52,850	60,400	67,950	75,500	81,550	87,600	93,650	99,700

NOTE: Passaic County is part of the Bergen-Passaic, NJ HUD Metro FMR Area, so all information presented here applies to all of the Bergen-Passaic, NJ HUD Metro FMR Area. The Bergen-Passaic, NJ HUD Metro FMR Area contains the following areas: Bergen County, NJ; and Passaic County, NJ.

HUD generally uses the Office of Management and Budget (OMB) area definitions in the calculation of income limit program parameters. However, to ensure that program parameters do not vary significantly due to area definition changes, HUD has used custom geographic definitions for the Bergen-Passaic, NJ HUD Metro FMR Area.

\* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2019 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2019 US HUD website:  
<https://www.huduser.gov/portal/datasets/fmr.html#2019>

## EXHIBIT “D” - RECORDKEEPING RESPONSIBILITIES

**Successful applicants will be required to sign a contract with the County, which will state all the requirements to be placed on the applicant. In general, the following will apply to all applicants:**

1. Written records to justify all expenditures must be maintained for a period not less than three (3) years after the full amount of the grant is expended. Your records will be subject to review by Passaic County and US HUD.
2. You will be required to maintain the County’s minimum insurance standards, to be evidenced by a copy of the policy provided to Passaic County within 10 days of execution of the contract.
3. You must comply with 2 CFR Part 200.302 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred. You must comply with 2 CFR Part 200.203 and maintain effective internal controls over the funds awarded herein. You must administer the program in conformance with 2 CFR Part 200, Subpart E, “Cost Principles.” These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.
4. In accordance with 2 CFR Part 200, the federal government requires that organizations expending \$750,000 or more in federal financial assistance in a fiscal year must secure an audit. Agencies spending \$750,000 or more must choose one of the following ways of meeting this requirement and state which method they choose:
  - a. If your agency already conducts audits of all its funding sources including CDBG, the agency must submit a copy of its most recent audit, and may, at its discretion, include the CDBG portion of the audit cost in its CDBG project budget.
  - b. If your agency already conducts audits of its other funding sources but has neither received nor included CDBG in the past, the scope of the audit would be modified to incorporate CDBG audit requirements. The associated cost of the augmentation could then be included in the CDBG project budget, accompanied by the auditor’s written cost estimate.
5. You will be required to provide annual reports stating the total number of persons served, including their ethnic origin, and whether they are female heads of household. These figures are required to be reported by US HUD.
6. You will be required to obtain written proof of income of each person or household which you assist, unless your clients are abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons, or migrant farm workers.
7. You must have a written policy designed to ensure your facilities are free from the illegal use, possession, or distribution of drugs or alcohol.
8. If any income is derived from the activities funded by CDBG, **that income must be returned to Passaic County as program income.**
9. In the event that US HUD should determine that CDBG funds were improperly spent, and that money should be reimbursed to the U.S. Treasury, your organization will be responsible for this reimbursement.

## **EXHIBIT “E”**

**Eligible organizations must be based in  
one of the following municipalities:**

**Bloomington  
Haledon  
Hawthorne  
Little Falls  
North Haledon  
Pompton Lakes  
Prospect Park  
Ringwood  
Totowa  
Wanaque  
West Milford  
Woodland Park**