



PASSAIC COUNTY

PUBLIC HEARING ON HOUSING AND COMMUNITY
DEVELOPMENT NEEDS

FEBRUARY 10, 2023

Community Development Block Grant

APPLICATION BASICS

FUNDING REQUESTS

- ▶ Proposals encouraged for “ELIGIBLE” and “FUNDABLE” activities
- ▶ Use County’s application format
- ▶ Proposals will be evaluated based on
 - ❑ Timeliness – ability to complete in one year (starting September 1, 2023)
 - ❑ Eligibility and meeting a National Objective
 - ❑ Demonstration of need and community benefit

2023-2027 Consolidated Plan Process

Stakeholder Consultation

Housing and Homeless Needs Assessment

Housing Market Analysis

Strategic Plan – Establish Local Priorities for the five year period

Annual Action Plan – Proposed Activities for Program Year 2023: (September 1, 2023 - August 31, 2024)

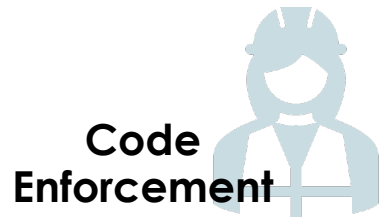
ANNUAL PLAN

2023 Annual Plan

- ▶ Implements the goals established in the Five-Year Plan
- ▶ Establishes the budget for funding
- ▶ Congress has approved a budget for FFY 2023, but has yet to release CDBG allocations - for planning purposes we will use the 2022 allocations.
- ▶ Once CDBG allocations are released by HUD we will develop an Action Plan that reflects the funds allocated to Passaic County

CDBG ELIGIBLE ACTIVITIES

Some Examples Include:



PUBLIC SERVICES

ELIGIBLE ACTIVITIES

LIMITED TO 15% OF COUNTY'S
GRANT AMOUNT

Employment

Crime Prevention

Child Care

Health Care

Drug Abuse

Fair Housing Education

Energy Conservation

Recreation

Services for Senior Citizens

PUBLIC FACILITIES REHAB

ELIGIBLE ACTIVITIES

Acquisition of real property for an eligible use

Relocation and demolition

Rehabilitation of residential and non-residential structures

Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes

Activities relating to energy conservation and renewable energy resources

Provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities

INeligible Activities

Some Examples Include:

NO Political activities

NO Construction of housing units by a unit of local government

NO Operation and maintenance of public facilities/improvements

NO General government expenses including construction of general government buildings

NO Purchase of equipment

NO Direct income payments

FUNDABLE ACTIVITIES

Meeting National Objectives

Each activity must meet one of the **Three National Objectives**



Benefit Low & Moderate
Income Persons



Slum and Blight

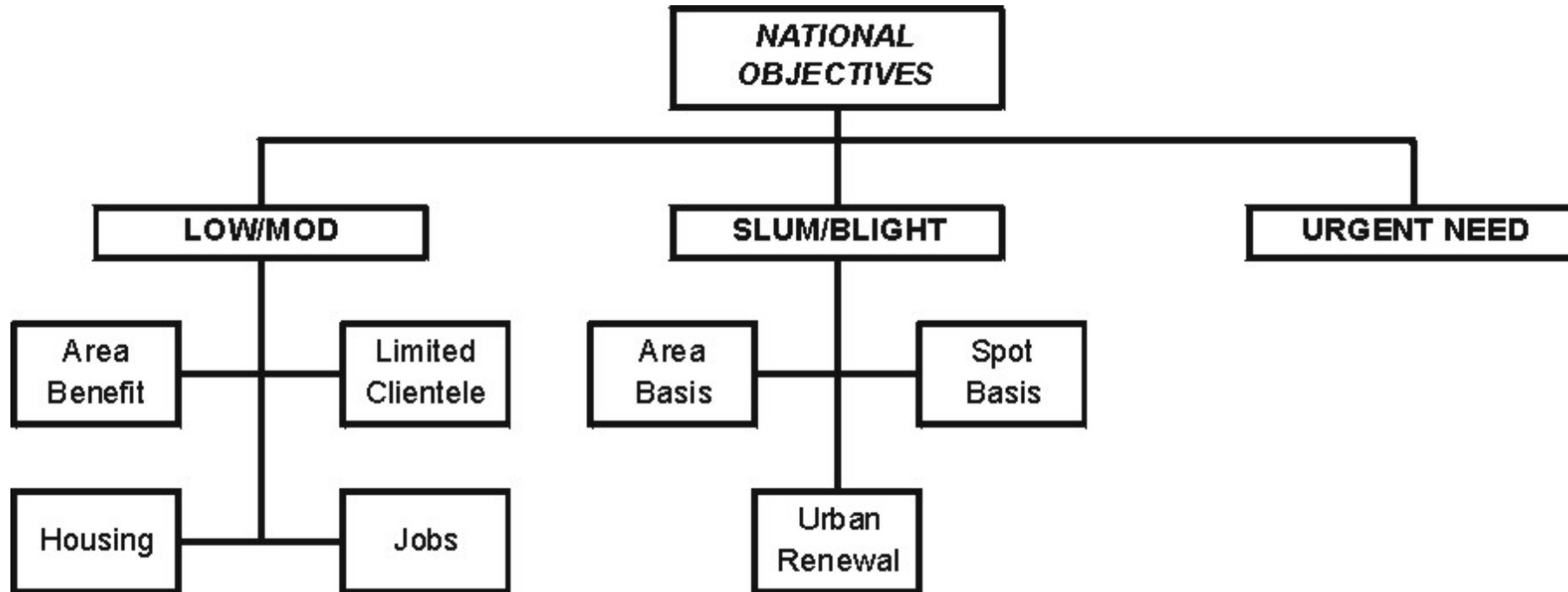


Meet urgent needs when
health and welfare are
threatened

FUNDABLE ACTIVITIES

Meeting National Objectives

NATIONAL OBJECTIVES CAN BE MET IN MULTIPLE WAYS . . .



LOW- & MODERATE-INCOME BENEFIT

Types of Low/Mod Benefit

Area Benefit

Must serve a primarily residential geographic area which is at least 42.64% low/moderate income persons, or a survey of area residents demonstrates that 51% or more are low/mod income



DETERMINING SERVICE AREA

Location does not equal service area!

Consider the *actual* users of your project when determining service area

Does your project serve a broader area than the local community?

Does your project serve as a connector to a business district, major transportation thoroughfare?

Who is most likely to frequent your park? Will the park host large events/sporting tournaments?

LOW- & MODERATE-INCOME BENEFIT

Types of Low/Mod Benefit

Limited Clientele

Clientele presumed to be low/mod:

- Abused children
- Battered spouses
- Elderly persons
- Homeless persons
- Illiterate adults
- Migrant farm workers
- Adults meeting definition of “severely disabled”
- Persons living with AIDS

OR

Clientele document family income \leq 80% of AMI

OR

Nature and location of the service predominantly used by low/mod income persons

OR

Eligibility requirements limit clientele to low/mod income persons

OR

Activity removes material or architectural barriers to accessibility of elderly persons or “severely disabled” adults

LOW- & MODERATE-INCOME BENEFIT

Types of Low/Mod Benefit

Housing

- Housing rehabilitation
- CBDO – new construction
- Owner or Rental

Providing or improving permanent residential structures which, upon completion, will be occupied by low-and moderate-income households.



LOW- & MODERATE-INCOME BENEFIT

Types of Low/Mod Benefit

Job Creation/Retention

The activity must involve employment of persons, a majority of whom are of low and moderate income.



LOW- & MODERATE- INCOME BENEFIT

Definitions

- ❑ Income – Section 8 low-income limit established by HUD
 - Very Low Income – under 30% of Area Family Median Income
 - Low Income – 31% to 50% of AFMI
 - Moderate Income – 51% to 80% of AFMI

- ❑ Family – all persons living in the same household who are related by birth, marriage or adoption.

LOW- & MODERATE-INCOME BENEFIT

(Passaic Co. 2022 income limits – issued 6-2022)

Family/Household Size	Low Income (80%)	Very Low Income (50%)	Extremely Low Income (30%)
1 person	\$ 63,000	\$ 42,850	\$ 25,700
2 person	\$ 72,000	\$ 49,000	\$ 29,400
3 person	\$ 81,000	\$ 55,100	\$ 33,050
4 person	\$ 90,000	\$ 61,200	\$ 36,700
5 person	\$ 97,200	\$ 66,100	\$ 39,650
6 person	\$ 104,400	\$ 71,000	\$ 42,600
7 person	\$ 111,600	\$ 75,900	\$ 45,550
8 person	\$ 118,800	\$ 80,800	\$ 48,450

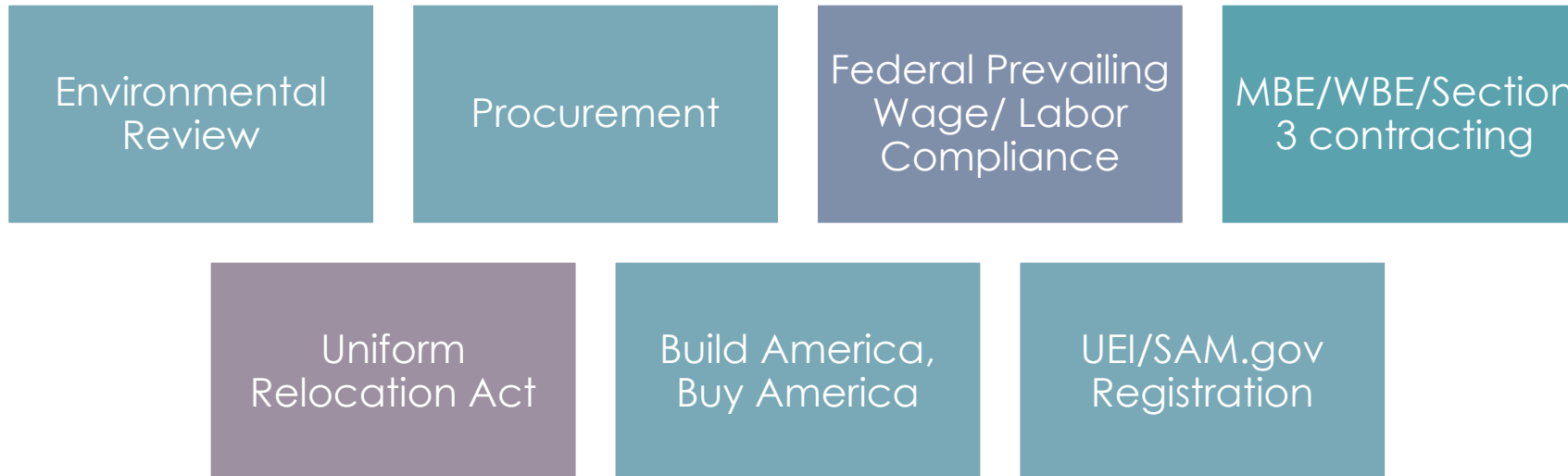
ELIMINATION OF SLUM & BLIGHT

Area Basis or Spot Basis?



Definition of slum and blight per state law (P.L. 991) or local law.

FEDERAL REQUIREMENTS



PROJECT REQUIREMENTS



Do not start any work or incur any expenses other than engineering before you have a County sub-recipient agreement for your grant.



The county will review all bid docs and advertising BEFORE it is released to ensure compliance with CDBG rules



The County will monitor wage rates during construction and attend pre-construction meetings



Recipient will make payments to contractors and be reimbursed by County. Reimbursements must be requested within 30 days of completion of project.

TIMELINESS

The County must expend grant funds in a timely manner. No more than 1.5 times the allocation can be carried forward from year to year but HUD takes that measure July 1 (60 days before the end of the program year.)

To promote timeliness the following procedures will be implemented:

1. County will issue a letter of intent to enter into a subrecipient agreement in September
2. County will complete ERR and issue subrecipient agreement in October
3. Projects must be bid in 12 months of when they are funded, preferably winter/spring of the CDBG Fiscal year of award
4. Applications must include a milestone chart, site specific contaminants page and JPEGs of photos must be submitted.

GRANT APPLICATION BASICS

PROJECT SECTION 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 – submit milestone chart

Provides substantial community benefit

Municipality has completed Engineering or will complete Engineering within 6 months of award

(Note: Engineering services and traffic control will not be paid for from grant funds)

GRANT APPLICATION BASICS

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, and
- 5) the implementation schedule.

Attach additional sheets if necessary.

Check here if the structure is historic

Year constructed _____

Check here if the project is located in a flood plain, attach flood plain map as applicable.

Grant Application Basics

CDBG ELIGIBLE ACTIVITIES

1. Place a checkmark in one or more of the following boxes that describes your proposed activity.

Public Facilities:

- | | |
|--|--|
| <input type="checkbox"/> Streets, curbs, sidewalks | <input type="checkbox"/> Community centers, senior centers |
| <input type="checkbox"/> Storm and sanitary sewers | <input type="checkbox"/> Parking lots |
| <input type="checkbox"/> Water lines | <input type="checkbox"/> Fire Stations |
| <input type="checkbox"/> Parks | <input type="checkbox"/> Other, specify |

Public Services:

- | | |
|--|---|
| <input type="checkbox"/> Child care | <input type="checkbox"/> Health care |
| <input type="checkbox"/> Recreation programs | <input type="checkbox"/> Education programs |
| <input type="checkbox"/> Public safety services | <input type="checkbox"/> Fair housing activities |
| <input type="checkbox"/> Services for senior citizens | <input type="checkbox"/> Services for homeless people |
| <input type="checkbox"/> Drug abuse counseling | <input type="checkbox"/> Energy conservation counseling and testing |
| <input type="checkbox"/> Welfare | <input type="checkbox"/> Other, specify |
| <input type="checkbox"/> Paying for the cost of operating and maintaining that portion of a facility in which one or more of the above services are provided | |

Other:

- | | |
|---|--|
| <input type="checkbox"/> Acquisition | <input type="checkbox"/> Homeownership assistance (down payment and closing costs) |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Planning |
| <input type="checkbox"/> Housing Rehabilitation | <input type="checkbox"/> Economic Development |

HUD CDBG STATUTORY OBJECTIVE JUSTIFICATION

Low Mod Benefit

Area Benefit – Describe how the proposed activity serves the residents in a primarily residential area and how you determined that the area is predominantly low- and moderate-income. **NOTE:** Public service activities **CANNOT** be qualified as an Area Benefit Activity. (Please reference the **Low-Moderate Income Area map** provided by Passaic County)

Limited Clientele – 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

LOW MOD LIMITED CLIENTELE

Presumed benefit

- | | |
|---|---|
| <input type="checkbox"/> Abused children | <input type="checkbox"/> Battered spouses |
| <input type="checkbox"/> Elderly persons | <input type="checkbox"/> Severely disabled adults (use census population report definition) |
| <input type="checkbox"/> Homeless persons | <input type="checkbox"/> Illiterate adults |
| <input type="checkbox"/> Persons living with AIDS | <input type="checkbox"/> Migrant farm workers |

Family size and income

Nature and location of activity

NATIONAL OBJECTIVES

□ **Housing** –benefit low – and moderate-income homeowners or renters. Each unit must be occupied by a low- and moderate-income household.

□ Prevention and/or Elimination of **Slums and Blight**

Only Public Facility building rehabilitation or demolition can be qualified as a “slums and blight” activity.

BUDGET – SERVICE PROJECTS

A	B	C
Budget Item	Calculation	CDBG Request
PERSONNEL		
Salaried Positions – Job Titles	Provide rate of pay (hourly/salary) and percentage of time spent on project (Full-Time Equivalent) or hours per week	
Salaries Total		
Fringe Benefits		
PERSONNEL TOTAL	Total of Personnel & Fringe Benefits	
OPERATING COSTS	Provide description of how you arrive at total for each line item	
Supplies		
Equipment		
Rent/Lease		
Insurance		
Printing		
Telephone		
Travel		
Other		
TOTAL OPERATING COSTS		
CONTRACT SERVICES		
TOTAL CONTRACT SERVICES		
BUDGET TOTAL		

BUDGET NARRATIVE

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.

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 organizational 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.

AGENCY CAPACITY CONTINUED

▶ 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.

▶ 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

AGENCY CAPACITY CONTINUED

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 and chief fiscal officer

Financial statement and audit

W-9 Form

Business Registration Certificate (BRC)

Resolution from Board of Directors authorizing grant application

Unique Entity Identifier (UEI) Number

APPLICATION CHECKLIST

MUNICIPAL FACILITIES PROJECTS

- ▶ Application completed and certification signed
- ▶ Project location map attached
- ▶ Architect / Engineer cost estimates
- ▶ Milestone Chart and Site-specific Field Contamination Checklist must be completed
- ▶ Provide photographs in print and electronic format
- ▶ Municipal Council Resolution approving submission of application
- ▶ Municipal Council Resolution supporting fair housing regulations
- ▶ SAM.gov proof of registration and CAGE number
- ▶ Unique Entity Identifier (UEI) Number

DO'S AND DON'TS OF GRANT APPLICATION SUBMISSIONS

OVERALL DO'S

- ✓ Your application must be 100% complete by due date.
- ✓ All applications must be submitted via email: deborahh@passaiccountynj.org
- ✓ Incomplete applications received after the due date will **not** be considered for funding.
- ✓ Submit a copy of your agency's most recent audited financial statements
 - questioned costs or material weakness findings, may disqualify your agency from receiving Federal funds.
 - any application without an audit **will not be accepted**
 - the required audit / financial statement may be waived for a newly incorporated organization

DO'S AND DON'TS



DO: Answer the question asked



DO: Be complete, but succinct.



DO: Make sure budget matches narratives and first page of app!



DO: SUBMIT ON TIME

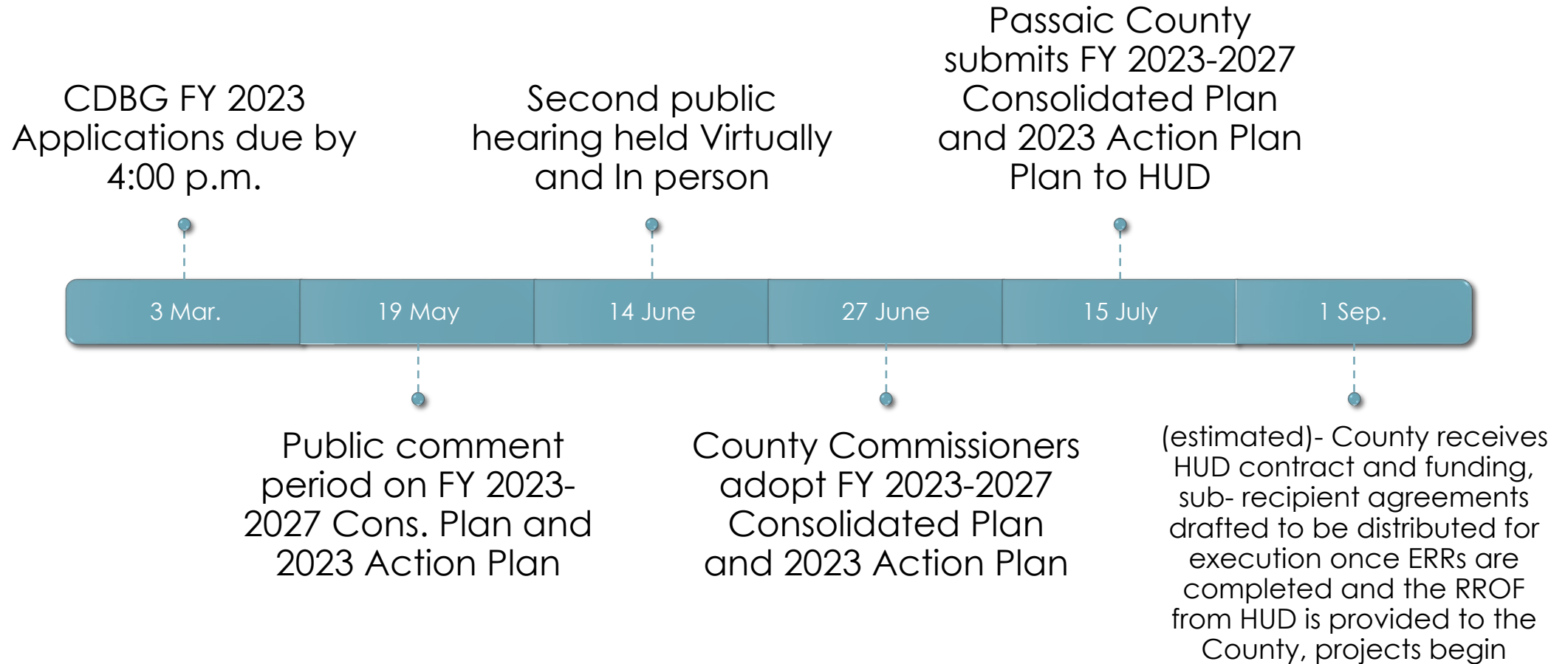


DON'T: EVER start a project until you have a signed county agreement - any work started before the executed agreement is at the risk of the municipality



CLOSING COMMENTS AND QUESTION AND ANSWER PERIOD

SCHEDULE FOR 2023 APPLICATION AND PROGRAM IMPLEMENTATION:



For Additional Information Contact:

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