

# PASSAIC COUNTY, NJ



## **AMENDED CITIZEN PARTICIPATION PLAN RELATING TO THE ADMINISTRATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

Last amendment by the Passaic County Board of Commissioners via  
Resolution R-24-194 on February 27, 2024



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**COUNTY OF PASSAIC  
AMENDED CITIZEN PARTICIPATION PLAN  
RELATING TO THE ADMINISTRATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM OF  
THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

**A. Introduction**

**1. Purpose**

Pursuant to the citizen participation requirements of 24 CFR Section 91.105 and 24 CFR Part 5, the County of Passaic (referred to as the “County”) sets forth the following Citizen Participation Plan (the “Plan”) as it relates to the administration of the Community Development Block Grant Program (CDBG) funded by the U.S. Department of Housing and Urban Development (HUD). The Plan presents the County’s plan for providing for and encouraging all citizens to participate in the development, revision, amendment, adoption, and implementation of:

1. The Citizen Participation Plan
2. The Analysis of Impediments to Fair Housing (AI)
3. The Consolidated Plan (CP)
4. The Annual Action Plan (AAP)
5. The Consolidated Annual Performance and Evaluation Report (CAPER), and
6. The Section 108 Loan Guarantee Program

a. Lead Agency

The County Department of Planning and Economic Development is the lead agency responsible for the administration of the Community Development Block Grant Program (CDBG).

b. Effective Date

Subsequent to approval of this Citizen Participation Plan by Passaic County Board of Commissioners, the Plan shall be effective until it is amended or otherwise replaced.

**2. Encouragement of Citizen Participation**

a. General

The County provides for and encourages citizens to participate in the development, revision, amendment, adoption and implementation of the Citizen Participation Plan, the Analysis of Impediments to Fair Housing, the Consolidated Plan, the Annual Action Plan, and the CAPER. The County encourages participation by low- and moderate-income persons, particularly those living in areas designated as revitalization areas or in slum and blighted areas and in areas where HUD funds are proposed to be used, and by residents of predominantly low- and moderate- income neighborhoods. With respect to the public participation initiatives included in this Plan, the County will take appropriate actions to encourage the participation of all its citizens, including minorities, non-English speaking persons, and persons with disabilities, as described below.

b. Non-English Speakers

The County has determined that, based on 2015 American Community Survey data, the latest available source of information, 7.6 percent of its residents (age 5 and older) speak English less than very well. Of these, a total of 3.4 percent of County residents are native Spanish-speakers who speak English less than very well. Italian speakers also exceeded the 1,000 persons threshold with just

under 1% of the County population. Unlike Spanish-speaking residents, few of the social services programs of the county indicated that they had frequent contact with Italian-only speaking persons.

To encourage these residents to participate in the development of the Analysis of Impediments to Fair Housing (AI) and the Consolidated Plan (CP), the County will undertake the following initiatives in addition to publishing advertisements in the *Herald News* and the *Record* for these activities:

- A notice will be published, in Spanish, in the Spanish publication *El Especialito*
- At least one stakeholder interview or focus group session will be scheduled during the stakeholder consultation processes for both the AI and CP and will focus on persons with limited English proficiency, and
- The County will provide a Spanish version of meeting agendas, handouts and surveys at meetings and stakeholder interviews conducted for each planning process. The County will continue to include the following language in the advertisements related to the development of these documents:
  - *La información será proporcionada en español a petición.*

c. Persons with Disabilities

To encourage the participation of persons with disabilities, the County will include the following language in all of its public meeting notices published in the *Herald News* and the *Record*:

The County of Passaic will make reasonable accommodations and services necessary for sensory-impaired and disabled citizens at the public meeting. Additionally, translation services may be offered upon request and availability. Persons requiring such accommodations/services should contact the County at least three working days in advance of the meeting. Persons requiring information in alternative formats should contact the Department at (973) 569-4720 (TDD Users: 7-1-1 NJ Relay Center).

The County will conduct all public meetings in locations that are handicapped-accessible, when available.

If requested, the County will mail copies of public meeting notices to persons who are homebound and request such accommodation no less than seven days prior to the public meeting.

d. Low- and Moderate-Income Persons

The County will conduct at least one public meeting during the development of Analysis of Impediments to Fair Housing, the Consolidated Plan, and the Annual Action Plan in a municipality that contains at least 42.76% low- and moderate-income residents, or the most recent exception limit for Passaic County as set by HUD for determining if an area is considered low and moderate income.

e. Organizations and Agencies

The County encourages the participation of local and regional institutions, the Continuum of Care, businesses, developers, nonprofit organizations, philanthropic organizations, broadband internet service providers, organizations engaged in narrowing the digital divide, agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, and emergency management agencies, and community-based and faith-based organizations in the process of developing, revising, amending, adopting and implementing all documents covered by this Plan. This will be achieved through stakeholder interviews, focus groups and/or public meetings.

f. Local Public Housing Agency

The County encourages, in consultation with the Passaic County Housing Agency (PHA), the participation of residents of Section 8 Housing Choice Vouchers issued by the PHA, in the process of developing, revising, amending, adopting and implementing the documents covered by this Plan. The County will provide information to the Executive Director of PHA about the Assessment of Fair Housing, its affirmatively furthering fair housing strategy, and Consolidated Plan activities related to housing developments and communities so the PHA can make this information available at the annual public hearings required for its Public Housing Agency Plan.

The County encourages participation by PHA stakeholders. This will be carried out by providing to the PHA information on public meetings, surveys and other outreach initiatives related to the documents covered by this Plan. To the greatest extent possible, the County will collaborate with the PHA to prepare a joint AI.

g. Public Notices

Public review/comment periods and public hearings held in the process of developing, revising, amending, adopting and implementing the documents covered by this Plan shall be advertised in the *Record* and the *Herald News* no less than seven days before the public review and comment period commences or the public hearing is held.

h. Public Hearings

All public hearings will be scheduled at times and locations that are convenient for potential and actual program beneficiaries, and with accommodation for persons with disabilities and non-English Spanish speakers in accordance with this Plan. For any public hearings described in this Citizen Participation Plan, the County, at its discretion, may choose to host a hybrid hearing. A physical location for the public hearing will be provided, but online participation will be available for those wishing to attend virtually.

i. Technical Assistance

CDBG staff are available to assist organizations and other eligible individuals that are interested in submitting a proposal to obtain funding through the CDBG program. The Department of Planning and Economic Development will host an annual workshop during the application submission window to provide guidance on submitting an application and to answer questions related to the CDBG program and eligible activities. All potential applicants are strongly encouraged to contact the County Department of Planning and Economic Development for technical assistance before initiating a funding request application.

j. Online Access

The County will post draft copies and final copies of all documents covered by this Plan on its website accessible at <https://www.passaiccountynj.org>

k. Other Engagement Techniques

The Plan may be amended as the County continues to gain access to technology that improves the avenues of participation by its residents.

l. Contact Person

All communication regarding the Plan, the Assessment of Fair Housing, the Consolidated Plan, the Annual Action Plan, the CAPER, comments, complaints, reasonable accommodation for disabled persons, translation services, or other elements shall be directed to:

Deborah Hoffman  
Director of Economic Development  
County of Passaic  
401 Grand Street, Room 417  
Paterson, NJ 07505  
[Deborahh@passaiccountynj.org](mailto:Deborahh@passaiccountynj.org)  
Telephone: 973-569-4720

## **B. In the Event of an Emergency**

In the event of a local, state or federally declared disaster or emergency where public places may be closed to the public or in-person participation may not be feasible or large gatherings may be considered a public health risk, the county may opt to conduct public hearings and meetings exclusively via virtual methods (conference call or live web-streaming) with the ability to ask questions and provide comment in real time. Public comment periods during declared emergencies shall be a minimum of five calendar days, or some length as described by HUD.

Accommodations will be made for persons with disabilities and non-English-speaking persons upon request, such as sign language or language interpretation services. Documents for public review will be shared via the county's website. Copies of the document may be mailed or e-mailed upon request.

During a declared emergency, the County may schedule its two required public hearings at times that can be accommodated during an emergency. This may include scheduling both hearings prior to the approval of the Consolidated Plan, or one during the development of the Consolidated Plan and one before the submission of the CAPER for the same program year.

## **C. The Citizen Participation Plan**

### **1. Plan Development**

The County shall implement the following procedure when amending its Citizen Participation Plan.

#### **a. Public Review of the Draft Plan**

The draft Citizen Participation Plan will be made available for public review for a 15-day period prior to the consideration and adoption by the Passaic County Board of Commissioners, and may be done concurrently with the public review and comment process for the Consolidated Plan. Copies of the draft Citizen Participation Plan will be made available for review at the following locations:

PASSAIC COUNTY DEPARTMENT OF PLANNING  
AND ECONOMIC DEVELOPMENT  
401 Grand Street, Room 417  
Paterson, NJ 07505

AND  
PASSAIC COUNTY PUBLIC HOUSING AGENCY  
155 Willowbrook Boulevard, Suite 100  
Wayne, NJ 07470

AND

The Municipal Clerk's Office of the following municipalities: Bloomingdale, Haledon, Hawthorne, Little Falls, North Haledon, Pompton Lakes, Prospect Park, Ringwood, Totowa, Wanaque, West Milford, and Woodland Park

AND

<http://www.passaiccountynj.org>

b. Public Hearing

The County will conduct a public hearing to accept comments on the draft Citizen Participation Plan prior to its approval and submittal to HUD. This public hearing may be held concurrently with a public hearing held in conjunction with the Consolidated Plan.

c. Comments Received on the Draft Plan

Written comments will be accepted by the County Contact Person, or a designee, during the 15-day public review period.

d. Passaic County Board of Commissioners Action

Following the public hearing, the Plan will be presented to Passaic County Board Commissioners for consideration and formal action. A summary of all written comments and those received orally during the public hearing, as well as the County's responses to all written comments, will be attached to the Plan prior to submission to HUD.

e. Submission to HUD

The Plan will be approved as a stand-alone document and submitted to HUD with a summary of all written comments and those received orally during the public hearing as well as the County's responses to written comments and proof of compliance with the 15-day public review and comment period requirement. A summary of any comments or views not accepted and the reasons for non-acceptance shall be supplied to HUD as well.

**2. Amendments to the Approved Citizen Participation Plan**

The County shall follow the following procedure to amend its approved Citizen Participation Plan, as needed.

a. Amendment Considerations

The County will amend the Plan, as necessary, to ensure adequate engagement and involvement of the public in making decisions related to its HUD programs. Substantial amendments to the Citizen Participation Plan may be required should a provision of the Plan be found by the County to conflict with HUD regulations, or when changes in HUD regulations occur. Edits to the Plan that only include updated contact information or editorial changes for clarity will not be released for public review and comment.

b. Draft Amended Plan Review

The draft Amended Plan will be made available for public review for a 15-day period prior to County Board of Commissioner's consideration and adoption, and may be done concurrently with the public review and comment process for the Consolidated Plan. Copies of the draft Amended Plan will be made available for review at the following locations:

PASSAIC COUNTY DEPARTMENT OF PLANNING

AND ECONOMIC DEVELOPMENT  
401 Grand Street, Room 417  
Paterson, NJ 07505

AND  
PASSAIC COUNTY PUBLIC HOUSING AGENCY  
155 Willowbrook Boulevard, Suite 100  
Wayne, NJ 07470

AND  
The Municipal Clerk's Office of the following municipalities: Bloomingdale, Haledon, Hawthorne, Little Falls, North Haledon, Pompton Lakes, Prospect Park, Ringwood, Totowa, Wanaque, West Milford, and Woodland Park

AND

<http://www.passaiccountynj.org>

c. Comments Received on Draft Amended Plan

Written comments will be accepted by the County Contact Person, or a designee, during the 15-day public review period.

d. Public Hearing

The County will conduct a public hearing to review and accept public comments on the draft Amended Plan prior to its approval and submittal to HUD. This public hearing may be held concurrently with the public hearing held in conjunction with the Consolidated Plan.

e. Passaic County Board of Commissioners Action

Following the public hearing, the Plan will be presented to Passaic County Board of Commissioners for consideration and formal action.

f. Submission to HUD

A copy of the Amended Citizen Participation Plan, including a summary of all written comments and those received during the public hearing as well as the County's responses and proof of compliance with the minimum 15-day public review and comment period requirement, will be submitted to HUD. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as well.

**3. Plan Access**

The approved Amended Citizen Participation Plan will be kept on file at the Department of Planning and Economic Development, 401 Grand Street, Room 417; Paterson, NJ 07505

The plan can be accessed online at [www.passaiccountynj.org](http://www.passaiccountynj.org)

Hard copies can be made available to those requesting the approved Amended Plan by contacting the County Contact Person, or a designee.

**D. The Analysis of Impediments to Fair Housing (AI)**



## 1. Plan Development

The County will follow the process and procedures described below in the development of its Analysis of Impediments to Fair Housing (AI).

### a. HUD-approved Data for Public Review

The County will make available to the general public the HUD-approved data and other supplemental information that the County plans to incorporate into its AI. The County will make this data available no later than 60 days after the initiation of the AI document. The data will be made available online and accessible at [www.passaiccountynj.org](http://www.passaiccountynj.org). This may include a link to HUD's website where the data can be readily accessed. The data will also be made available during the stakeholder consultation and citizen outreach initiatives conducted during the preparation of the AI.

### b. Stakeholder Consultation and Citizen Outreach

In the development of the AI, the County will consult with other public and private agencies including, but not limited to, the following:

- Passaic County Housing Agency
- Other assisted housing providers
- Social service providers including those focusing on services to minorities, families with children, the elderly, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected classes
- Community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws
- Regional government agencies involved in metropolitan-wide planning and transportation responsibilities
- Broadband internet service providers and organizations engaged in narrowing the digital divide,
- Agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, and emergency management agencies
- A variety of mechanisms may be utilized to solicit input from these entities. These include telephone or in-person interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops.

### c. Public Hearing/Public Meeting

To obtain the views of the general public on AI-related data and affirmatively furthering fair housing in the County's housing and community development programs, the County will schedule two opportunities for comment.

The first public meeting shall be held before the draft AI is published for comment, and will solicit input on fair housing issues in the County. This may be held jointly with a public hearing held during the Consolidated Planning process.

The second opportunity will be a public hearing conducted during or after the 30-day public comment period during which the County will address identified factors contributing to fair housing issues, and proposed fair housing goals and priorities for affirmatively furthering fair housing. This hearing may be held jointly with a public hearing held during the Consolidated Planning process.

### d. Public Display and Comment Period

The draft AI will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the content and purpose of the draft AI, the dates of the public display and comment period, the locations where copies of the draft document can be examined, how comments will be accepted, when the document will be considered for action by the Passaic County Board of Commissioners, and the anticipated submission date to HUD. Copies of the draft AI will be made available for public review at the following locations:

PASSAIC COUNTY DEPARTMENT OF PLANNING  
AND ECONOMIC DEVELOPMENT  
401 Grand Street, Room 417  
Paterson, NJ 07505

AND  
PASSAIC COUNTY PUBLIC HOUSING AGENCY  
155 Willowbrook Boulevard, Suite 100  
Wayne, NJ 07470

AND  
The Municipal Clerk's Office of the following municipalities: Bloomingdale, Haledon, Hawthorne, Little Falls, North Haledon, Pompton Lakes, Prospect Park, Ringwood, Totowa, Wanaque, West Milford, and Woodland Park

AND

<http://www.passaiccountynj.org>

In addition, the County will make available a reasonable number of free copies of the proposed document to residents and groups that request them.

e. Comments Received on the Draft Assessment of Fair Housing

Written comments will be accepted by the County Contact Person, or a designee, during the 30-day public display and comment period. The County will consider any comments or views of County residents received in writing, or orally at the public hearings, in preparing the final AI. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final AI for submission to County Board of Commissioners and to HUD.

f. Passaic County Board of Commissioners Action

Following the public hearing, the AI will be presented to the Passaic County Board of Commissioners for consideration and formal action.

g. Submission to HUD

The AI will be submitted to HUD in accordance with HUD's required submission timeframe.

**2. Revisions to the Analysis of Impediments to Fair Housing**

The County shall follow the following procedure to revise its AI, as needed.

a. Revision Considerations

The County will revise its AI previously accepted by HUD under the following circumstances:

- A material change occurs. A material change is a change in circumstances in the County that affects the information on which the AI is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the Assessment no longer reflect actual circumstances. Examples include, but are not limited to:
  - Presidentially declared disasters, under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 *et seq.*), in the County that are of such a nature as to significantly impact the steps the County may need to take to affirmatively further fair housing
  - Significant demographic changes
  - New significant contributing factors in the County, and
  - Civil rights findings, determinations, settlements (including voluntary compliance agreements), or court orders
- Upon HUD's written notification specifying a material change that requires the revision.

b. Public Display and Comment Period

The draft Revised AI will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the proposed revised plan can be examined, how comments will be accepted, when the document will be considered for action by the Passaic County Board of Commissioners, and the anticipated submission date to HUD. Copies of the draft Revised AI will be made available for review at the following locations:

PASSAIC COUNTY DEPARTMENT OF PLANNING  
AND ECONOMIC DEVELOPMENT  
401 Grand Street, Room 417  
Paterson, NJ 07505

AND  
PASSAIC COUNTY PUBLIC HOUSING AGENCY  
155 Willowbrook Boulevard, Suite 100  
Wayne, NJ 07470

AND  
The Municipal Clerk's Office of the following municipalities: Bloomingdale, Haledon, Hawthorne, Little Falls, North Haledon, Pompton Lakes, Prospect Park, Ringwood, Totowa, Wanaque, West Milford, and Woodland Park

AND

<http://www.passaiccountynj.org>

In addition, the County will make available a reasonable number of free copies of the proposed revised document to residents and groups that request it.

c. Comments Received on the Draft Revised Analysis of Impediments

Written comments will be accepted by the County Contact Person, or a designee, during the 30-day public display and comment period. The County will consider any comments or views of County residents received in writing, or orally at public hearings, in preparing the final Revised AI. A summary

of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Revised AI for submission to HUD.

d. Passaic County Board of Commissioners Action

Following the public hearing, the Revised AI will be presented to the Passaic County Board of Commissioners for consideration and formal action.

e. Submission to HUD

The Revised AI will be submitted to HUD within 30 days following the end of the public display and comment period.

### **3. Plan Access**

The HUD-accepted AI will be kept on file at the Department of Planning and Economic Development, 401 Grand Street, Room 417; Paterson, NJ 07505

The plan can be accessed online at [www.passaiccountynj.org](http://www.passaiccountynj.org)

Hard copies can be made available to those requesting the HUD-accepted AI by contacting the County Contact Person, or a designee.

## **E. The Consolidated Plan (CP)**

### **1. Plan Development**

The County will follow the process and procedures described below in the development of its Consolidated Plan (CP).

a. Stakeholder Consultation and Citizen Outreach

In the development of the CP, the County will consult with other public and private agencies including, but not limited to, the following:

- Passaic County Housing Agency
- Other assisted housing providers
- Social service providers including those focusing on services to minorities, families with children, the elderly, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected classes
- Community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws
- Regional government agencies involved in metropolitan-wide planning and transportation responsibilities
- Broadband internet service providers and organizations engaged in narrowing the digital divide,
- Agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, and emergency management agencies

When preparing the portion of the CP concerning lead-based paint hazards, the County shall consult with local or state health and child welfare agencies and examine existing data related to lead-based paint hazards and poisonings, including health department data on the addresses of housing units in which children have been identified as lead-poisoned.

When preparing the description of priority non-housing community development needs, the County will notify adjacent units of local government, to the extent practicable. This shall involve, at a minimum, the County sending a letter to the chief elected official of each adjacent unit of government notifying them of the draft CP and how to access a copy online for review and comment. In addition, the County will submit its non-housing community development plan to the New Jersey Department of Community Development.

A variety of mechanisms may be utilized to solicit input from these persons/service providers/agencies/entities. These include written letters, telephone or in-person interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops.

b. Public Hearings

The County will conduct at least two public hearings in the development of the CP. The first public hearing will be conducted before the draft CP is published for public comment, during which the County will address housing and community development needs, development of proposed activities, the amount of assistance the County expects to receive (including grant funds and program income), the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income residents, and a review of program performance.

The second public hearing will be conducted during or after the 30-day public comment period during which the County will address identified housing and community development needs, proposed eligible activities, and proposed strategies and actions for affirmatively furthering fair housing consistent with the AI.

b. Potential Displacement of Persons

Although the County does not anticipate any residential displacement to occur in the foreseeable future, it is required to describe its plans to minimize the displacement of persons and to assist any persons displaced. When displacement is unavoidable on a temporary or permanent basis, the County will comply with the federal Uniform Relocation Act.

Should displacement of residents be necessary as a result of the use of funds covered by this Plan, the County shall compensate residents who are actually displaced in accordance with *HUD Handbook No. 1378, Tenant Assistance, Relocation and Real Property Acquisition*. This resource is accessible online at

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/hudclips/handbooks/cpd/13780](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/13780).

c. Public Display and Comment Period

The draft CP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary and purpose of the CP; the anticipated amounts of funding (including program income, if any); proposed activities likely to result in displacement, if any; plans for minimizing the displacement of persons as a result of CDBG activities, if any; plans to assist persons actually displaced by the project, if any; the dates of the public display and comment period; the locations where copies of the draft CP can be examined; how comments will be accepted; when the document will be considered for action by County Board of Commissioners; and, the anticipated submission date to HUD. Copies of the draft CP will be made available for review at the following locations:

PASSAIC COUNTY DEPARTMENT OF PLANNING

AND ECONOMIC DEVELOPMENT  
401 Grand Street, Room 417  
Paterson, NJ 07505

AND  
PASSAIC COUNTY PUBLIC HOUSING AGENCY  
155 Willowbrook Boulevard, Suite 100  
Wayne, NJ 07470

AND  
The Municipal Clerk's Office of the following municipalities: Bloomingdale, Haledon, Hawthorne, Little Falls, North Haledon, Pompton Lakes, Prospect Park, Ringwood, Totowa, Wanaque, West Milford, and Woodland Park

AND

<http://www.passaiccountynj.org>

In addition, the County will make available a reasonable number of free copies of the draft document to residents and groups that request them.

d. Comments Received on the Draft Consolidated Plan

Written comments will be accepted by the County Contact Person, or a designee, during the 30-day public display and comment period. The County will consider any comments or views of County residents received in writing, or orally at the public hearings, in preparing the final CP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final CP for submission to HUD.

e. Passaic County Board of Commissioners Action

Following the public hearing, the CP will be presented to the Passaic County Board of Commissioners for consideration and formal action.

f. Submission to HUD

The CP will be submitted to HUD no less than 45 days before the start of the County's five-year program cycle, or at such time as instructed by HUD.

**2. Revisions to the Consolidated Plan**

The County shall follow the following procedure to revise its CP, as needed.

a. Revision Considerations

There are two types of amendments that may occur with the CP: minor amendments and substantial amendments. An amendment to the approved CP is considered substantial under the following circumstances:

- When an eligible activity is added or deleted
- When there is a change in the priorities identified in the CP

All other changes that do not meet the criteria defined above will be considered minor amendments and will not be subject to public comments. These changes will be fully documented and approved by the Passaic County Board of Commissioners.

The County may choose to submit a copy of each amendment to the CP to HUD as it occurs, or at the end of the program year. Letters transmitting copies of amendments will be signed by the President of the Board of Commissioners.

b. Public Display and Comment Period

The draft Revised CP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the proposed revised CP can be examined, how comments will be accepted, when the document will be considered for action by the Passaic County Board of Commissioners, and the anticipated submission date to HUD. Copies of the draft Revised CP will be made available for review at the following locations:

PASSAIC COUNTY DEPARTMENT OF PLANNING  
AND ECONOMIC DEVELOPMENT  
401 Grand Street, Room 417  
Paterson, NJ 07505

AND  
PASSAIC COUNTY PUBLIC HOUSING AGENCY  
155 Willowbrook Boulevard, Suite 100  
Wayne, NJ 07470

AND  
The Municipal Clerk's Office of the following municipalities: Bloomingdale, Haledon, Hawthorne, Little Falls, North Haledon, Pompton Lakes, Prospect Park, Ringwood, Totowa, Wanaque, West Milford, and Woodland Park

AND

<http://www.passaiccountynj.org>

In addition, the County will make available a reasonable number of free copies to residents and groups that request them.

c. Comments Received on the Draft Revised Consolidated Plan

Written comments will be accepted by the County Contact Person, or a designee, during the 30-day public display and comment period. The County will consider any comments or views of County residents received in writing, or orally at public hearings, in preparing the final Revised CP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Revised CP for submission to HUD.

d. Passaic County Board of Commissioners Action

Following the public hearing, the Revised CP will be presented to the Passaic County Board of Commissioners for consideration and formal action.

e. Submission to HUD

The Revised CP will be submitted to HUD within 30 days following the end of the public display and comment period.

### **3. Plan Access**

The Revised CP will be kept on file at the Department of Planning and Economic Development, 401 Grand Street, Room 417; Paterson, NJ 07505

The plan can be accessed online at [www.passaiccountynj.org](http://www.passaiccountynj.org)

Hard copies can be made available to those requesting the Revised CP by contacting the County Contact Person, or a designee.

## **F. The Annual Action Plan (AAP)**

The Annual Action Plan (AAP) is a component of the CP, and it describes the County's proposed use of available federal and other resources to address the priority needs and specific objectives in the CP for each program year; the County's method for distributing funds to local non-profit organizations; and, the geographic areas of the County to which it will direct assistance.

### **1. Plan Development**

The County will follow the process and procedures described below in the development of its AAP.

#### **a. Public Hearings**

The County will conduct at least two public hearings during the development of the AAP. The first public hearing will be conducted before the AAP draft is published for public comment. During the first public hearing the County will address housing and community development needs, development of proposed activities, the amount of assistance the County expects to receive (including grant funds and program income), the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income residents, and a review of program performance.

The second public hearing will be conducted during or after the 30-day public comment period during which the County will address identified housing and community development needs, proposed eligible activities, and proposed strategies and actions for affirmatively furthering fair housing consistent with the Assessment of Fair Housing.

#### **b. Public Display and Comment Period**

The draft AAP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the AAP, the anticipated amounts of funding (including program income, if any), the dates of the public display and comment period, the locations where copies of the draft AAP can be examined, how comments will be accepted, when the document will be considered for action by the Passaic County Board of Commissioners, and the anticipated submission date to HUD. Copies of the draft AAP will be made available for review at the following locations:

PASSAIC COUNTY DEPARTMENT OF PLANNING  
AND ECONOMIC DEVELOPMENT  
401 Grand Street, Room 417  
Paterson, NJ 07505



AND  
PASSAIC COUNTY PUBLIC HOUSING AGENCY  
155 Willowbrook Boulevard, Suite 100  
Wayne, NJ 07470

AND  
The Municipal Clerk's Office of the following municipalities: Bloomingdale, Haledon, Hawthorne, Little Falls, North Haledon, Pompton Lakes, Prospect Park, Ringwood, Totowa, Wanaque, West Milford, and Woodland Park

AND

<http://www.passaiccountynj.org>

In addition, the County will make available a reasonable number of free copies to residents and groups that request them.

c. Comments Received on the Draft Annual Action Plan

Written comments will be accepted by the County Contact Person, or a designee, during the 30-day public display and comment period. The County will consider any comments or views of County residents received in writing, or orally at the public hearings, in preparing the final AAP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final AAP for submission to HUD.

d. Passaic County Board of Commissioners Action

Following the public hearing, the AAP will be presented to the Passaic County Board of Commissioners for consideration and formal action.

e. Submission to HUD

The AAP will be submitted to HUD no less than 45 days before the start of the County's annual program year, or at such time as instructed by HUD.

## **2. Revisions to the Annual Action Plan**

The County shall follow the following procedure to revise its AAP, as needed.

a. Revision Considerations

There are two types of amendments that may occur with the AAP: minor amendments and substantial amendments. An amendment to the approved AAP is considered substantial under the following circumstances:

- When an eligible activity is added or deleted
- When a change occurs in the purpose, location, or beneficiaries of an activity previously approved
- When a 50 percent change in federal funding occurs where the project is \$25,000 or less
- When a 25 percent change in federal funding occurs where the project is more than \$25,000.

All other changes to funding allocations or approved eligible activities that do not meet the criteria defined above will be considered minor amendments, and will not be subject to public comments.

These changes will be fully documented and executed by the Commissioner Director of the Passaic County Board of Commissioners. The County will submit all amendments via IDIS.

b. Public Display and Comment Period

The draft Revised AAP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the draft revised AAP can be examined, how comments will be accepted, when the document will be considered for action by the Passaic County Board of Commissioners, and the anticipated submission date to HUD. Copies of the draft Revised AAP will be made available for review at the following locations:

PASSAIC COUNTY DEPARTMENT OF PLANNING  
AND ECONOMIC DEVELOPMENT  
401 Grand Street, Room 417  
Paterson, NJ 07505

AND  
PASSAIC COUNTY PUBLIC HOUSING AGENCY  
155 Willowbrook Boulevard, Suite 100  
Wayne, NJ 07470

AND  
The Municipal Clerk's Office of the following municipalities: Bloomingdale, Haledon, Hawthorne, Little Falls, North Haledon, Pompton Lakes, Prospect Park, Ringwood, Totowa, Wanaque, West Milford, and Woodland Park

AND

<http://www.passaiccountynj.org>

In addition, the County will make available a reasonable number of free copies to residents and groups that request them.

c. Comments Received on the Draft Revised Annual Action Plan

Written comments will be accepted by the County Contact Person, or a designee, during the 30-day public display and comment period. The County will consider any comments or views of County residents received in writing, or orally at public hearings, in preparing the final Revised AAP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Revised AAP for submission to HUD.

d. Passaic County Board of Commissioners Action

The Revised AAP will be presented to the Passaic County Board of Commissioners for consideration and formal action.

e. Submission to HUD

The Revised AAP will be submitted to HUD within 30 days following the end of the public display and comment period.

### **3. Plan Access**

The Annual Plan and any Revisions will be kept on file at the Department of Planning and Economic Development, 401 Grand Street, Room 417; Paterson, NJ 07505

The plan and revisions can be accessed online at [www.passaiccountynj.org](http://www.passaiccountynj.org)

Hard copies can be made available to those requesting the Revised AAP by contacting the County Contact Person, or a designee.

## **G. Consolidated Annual Performance and Evaluation Report (CAPER)**

### **1. Report Development**

The County shall follow the following procedure in the drafting and adoption of its Consolidated Annual Performance and Evaluation Report (CAPER).

#### a. Report Considerations

The County Department of Planning and Economic Development will evaluate and report the accomplishments and expenditures of the previous program year for CDBG and draft the CAPER in accordance with HUD requirements.

#### b. Public Display and Comment Period

The draft CAPER will be placed on display for a period of no less than 15 days to encourage public review and comment. Public notice of the display and comment period will be published in the *Herald News* and *The Record* no less than seven days before the public review and comment period commences or the public hearing is held with accommodation for persons with disabilities and non-English Spanish speakers in accordance with this Plan. The public notice shall include a brief summary and purpose of the CAPER, a summary of program expenditures, a summary of program performance, the dates of the public display and comment period, the locations where copies of the draft CAPER can be examined, how comments will be accepted, and the anticipated submission date to HUD. **One public hearing will be held during the public comment period. The date, time and location of the public hearing will be included in the public notice.**

Copies of the draft CAPER will be made available for review at the following locations:

PASSAIC COUNTY DEPARTMENT OF PLANNING  
AND ECONOMIC DEVELOPMENT  
401 Grand Street, Room 417  
Paterson, NJ 07505

AND  
PASSAIC COUNTY PUBLIC HOUSING AGENCY  
155 Willowbrook Boulevard, Suite 100  
Wayne, NJ 07470

AND  
The Municipal Clerk's Office of the following municipalities: Bloomingdale, Haledon, Hawthorne, Little Falls, North Haledon, Pompton Lakes, Prospect Park, Ringwood, Totowa, Wanaque, West Milford, and Woodland Park

AND

<http://www.passaiccountynj.org>

c. Comments Received on the Draft CAPER

Written comments will be accepted by the County Contact Person, or a designee, during the 15-day public display and comment period **and during the public hearing**. The County will consider any comments or views of County residents received in writing in preparing the final CAPER. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final CAPER for submission to HUD.

d. Submission to HUD

The CAPER will be submitted to HUD within 90 days following the end of the County's annual program year.

**2. Plan Access**

The CAPER will be kept on file at the Department of Planning and Economic Development, 401 Grand Street, Room 417; Paterson, NJ 07505

The CAPER can be accessed online at [www.passaiccountynj.org](http://www.passaiccountynj.org)

**H. Section 108 Loan Guarantee Program**

**1. Development of Section 108 Loan Guarantee Application**

Applications for assistance filed by the County for Section 108 Loan Guarantee assistance authorized under HUD regulation 24 CFR Part 570, Subpart M, are subject to all provisions set forth within this Plan. Such applications for Section 108 assistance may be included as part of the Consolidated Planning process, or may be undertaken separately anytime during the County's program year.

Before the County submits an application for Section 108 loan guarantee assistance, the County will make available to citizens, public agencies and other interested parties information that includes the amount of assistance the County expects to be made available (including program income), the range of activities that may be undertaken, the estimated amount that will benefit persons of low- and moderate-income, and any activities likely to result in displacement.

**2. Public Display and Comment Period**

The County will publish its proposed Section 108 loan application for review and comment. The public notice shall include a summary describing the contents and purpose of the application and listing the locations where the entire application may be examined. An application for Section 108 Loan Guarantee funding shall be made available for public review for a 30-day period prior to consideration and submission to HUD, and may be done concurrently with the public review and comment process for the Consolidated Plan.

Copies of the proposed Section 108 loan application will be made available for review at the following locations:

PASSAIC COUNTY DEPARTMENT OF PLANNING  
AND ECONOMIC DEVELOPMENT  
401 Grand Street, Room 417  
Paterson, NJ 07505

AND  
PASSAIC COUNTY PUBLIC HOUSING AGENCY  
155 Willowbrook Boulevard, Suite 100  
Wayne, NJ 07470

AND  
The Municipal Clerk's Office of the following municipalities: Bloomingdale, Haledon, Hawthorne, Little Falls, North Haledon, Pompton Lakes, Prospect Park, Ringwood, Totowa, Wanaque, West Milford, and Woodland Park

AND

<http://www.passaiccountynj.org>

### **3. Comments Received on the Proposed Section 108 Application**

Written comments will be accepted by the County Contact Person, or a designee, during the 30-day public display and comment period. The County will consider any comments or views of County residents received in writing in preparing the final application. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final application for submission to HUD.

### **4. Submission to HUD**

The Section 108 Loan Application will be submitted to HUD.

## **I. Complaints**

Residents may register complaints regarding any aspect of the CDBG program by contacting the County Contact Person, or a designee. All written complaints received will be addressed in writing within 15 days.

Residents wishing to object to HUD approval of the final CP may send written objections to the Newark HUD Field Office:

Annemarie C. Uebbing, Director  
Community Planning and Development Division  
US Department of Housing and Urban Development  
Newark Field Office- Region II  
One Newark Center, 13th Floor  
Newark, NJ 07102

Objections should be made within 30 days after the County has submitted the CP to HUD. Any objections made will only be submitted to HUD for the following reasons:

- The applicant's description of needs and objectives is plainly inconsistent with available facts and data
- The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant

- The application does not comply with the requirements of the CDBG program or other applicable laws
- The application proposed activities which are otherwise ineligible under the program regulations.

Objections shall include both an identification of requirements not met and available facts and data.

### **Summary of Citizen Participation Plan Amendments and Commissioner Resolutions**

The Passaic County Board of County Commissioners (hereafter “Board”), on September 9, 2008, passed Resolution R-08-760 which adopted the Passaic County Citizen Participation Plan (hereafter “Plan”) under 24 CFR 91.105, for the Community Development Block Grant Program (hereafter “CDBG”).

The Board, on August 16, 2016, adopted resolution R-2016-701 amending the Plan for the CDBG Program to comply with recent US Housing and Urban Development (hereafter “HUD”) regulations to include the Affirmatively Furthering Fair Housing Final Rule requirements found at 24 CFR 91.105 and 24 CFR 5.

The Plan was further amended by Resolution R-2017-0505 on July 12, 2017 to comply with added outreach requirements for Broadband access and emergency management supplemented to 24 CFR 91.105.

The Plan was further amended by Resolution R-2020-0438 on May 19, 2020 to incorporate language related to community access to program information and to permit public hearings to be held electronically in times of emergency as well as follow HUD guidance on shortened public review times during times of emergencies.

Resolution R-24-194 was adopted on February 27, 2024 approving a new amendment to the Passaic County Citizen Participation Plan to permit public hearings to be held in-person and virtually in a simultaneous manner.

Resolution R-24-XXX was adopted on June 25, 2024 approving a new amendment to the Passaic County Citizen Participation Plan to add a third public hearing to solicit comment during the preparation of the County’s Annual CAPER