
PASSAIC COUNTY, NJ

ANNUAL ACTION PLAN

FY 2024

Department of Planning and Economic Development
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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

Passaic County receives funding annually from the U.S. Department of Housing and Urban Development under the Community Development Block Grant (CDBG) Program. The Department of Planning and Economic Development is the County's designated department responsible for the federal grant program. One of the requirements for receiving these funds is the development of a five-year Consolidated Plan for Housing and Community Development (CP) to provide policy direction for the next five years of funding decisions. In general, the CP is guided by three overarching goals that are applied according to a community's needs. The goals are:

- To provide decent housing by preserving the affordable housing stock, increasing the availability of affordable housing, reducing discriminatory barriers, increasing the supply of supportive housing for those with special needs and transitioning homeless persons and families into housing.
- To provide a suitable living environment through safer, more livable neighborhoods, greater integration of low- and moderate- income residents throughout the cities, increased housing opportunities and reinvestment in deteriorating neighborhoods.
- To expand economic opportunities through more jobs paying self-sufficient wages, homeownership opportunities, development activities that promote long-term community viability and the empowerment of low- and moderate-income persons to achieve self-sufficiency.

The County prepared a new Five Year Consolidated Plan for FY 2023-2027. This plan is the basis for the allocation of priorities and actions for FY 2024. The federal funding resource for implementation of the plan is the Community Development Block Grant (CDBG) Program. The main objective of this program is to develop viable urban communities by providing decent housing, a suitable living environment, and economic opportunities, principally for persons of low and moderate-income levels. Funds can be used for a wide array of activities, including rehabilitation of public facilities and infrastructure, removal of architectural barriers, public services, rehabilitation of housing, commercial or industrial buildings and loans or grants to businesses.

2. Summarize the objectives and outcomes identified in the Plan

In 2023, the County prepared a five-year plan for the fiscal years 2023 to 2027.

Goal Name	Description
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Affordable Housing	Creation/preservation of affordable housing including housing rehabilitation assistance and preservation/expansion of homeless facilities.
Public Facility Improvements	Improvements to public facilities that serve low- and moderate-income clientele and/or are located in low- and moderate-income areas and demolition of vacant structures that pose a risk to the health and safety of residents in any area of the community.
Infrastructure Improvements	Improvements to public infrastructure that serve low- and moderate-income residents and/or are located in low- and moderate-income areas.
Public Services	Provision of public services to low- and moderate-income clientele.
Planning and Administration	Administration and planning conducted to operate the CDBG program successfully.

During FY 2024, the County will use CDBG funds for activities in support of the goals for public facilities, infrastructure, public services, affordable housing, and planning and administration.

3. Evaluation of past performance

Passaic County is currently administering the FY 2023 grant program. The current program year runs from September 1, 2023, to August 31, 2024. The last CAPER, for FY 2022, covered the period from September 1, 2022, to August 31, 2023.

Passaic County received a \$906,791.00 CDBG award in FY 2022. Funds were allocated to public facility improvements, street improvements, handicap barrier removal projects, water and sanitary sewer improvements, public services, and administration. Projects completed during FY 2022 and FY 2023 (to date) include:

- Borough of Bloomingdale - FY20 - Water Mains at Leary and Reeve Avenues
- Borough of Wanaque - FY20 - Haskell Ave Waterline
- Borough of Woodland Park - FY20 - Sidewalk Improvements on West 36th Street
- Borough of Hawthorne - FY21 - Rehabilitation of North 9th Street
- Borough of Hawthorne – FY 22- Rehabilitation of North 10th Street
- Borough of Prospect Park - FY21 - Planten Avenue Improvement Project
- Borough of Prospect Park – FY22 North 15th Place Improvement Project
- Township of Little Falls - FY21 - Stinson Place Rehabilitation
- FY21 Court Appointed Special Advocates (CASA)

The design and bidding of many of the FY 2021 and 2022 projects got underway in 2022; bids that have not yet gone out will go out in late 2023 with work to begin spring 2024. FY 2022

Hawthorne started construction. Many public service activities will continue, with older year funding being spent first.

4. Summary of Citizen Participation Process and consultation process

The Passaic County CDBG program includes outreach to municipalities and organizations as described in full in the Annual Plan. Such outreach included:

1. Informing the municipalities and organizations of the availability of funds, application deadline, and first public hearing date. Letters and emails were sent out on December 7, 2023
2. The first public meeting was held on February 9, 2024. The hearing was advertised in two local newspapers and the Spanish publication, El Especialito; was included in the cover letter of the CDBG FY 2024 application; and a blast email on February 1, 2024 reminded interested parties of the hearing.
3. The Hearing notices were disseminated in Spanish as well as English. The blast email requested that agencies share this information with their constituents. The County website also contains program information and can be translated easily.
4. The Action Plan was disseminated by email to all of the participating jurisdictions as well as organizations that represent low- and moderate-income persons and those with limited English proficiency. The second public hearing, held on June 11, 2024, announcement was included in this communication.
5. A second public hearing was held on June 11, 2024, at 12:00 pm virtually and in person (hybrid). The hearing was advertised in two local newspapers and the Spanish publication, El Especialito; with the availability of the Action Plan for display and disseminated through agencies that have contact with low- and moderate-income persons and those with limited English proficiency.

5. Summary of public comments

None

6. Summary of comments or views not accepted and the reasons for not accepting them

None

7. Summary

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Agency Role	Name	Department/Agency
Lead Agency	Passaic County, NJ	Department of Planning and Economic Development
CDBG Administrator	Passaic County, NJ	Department of Planning and Economic Development, Division of Economic Development

Table 1 – Responsible Agencies

Narrative (optional)

Consolidated Plan Public Contact Information

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AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The following information provides an overview of Passaic County's efforts to consult with relevant agencies during the development of this Annual Action Plan.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

Passaic County provides an array of services to special needs and low-income persons across a variety of departments. This includes services to the elderly, people with mental health, developmental disabilities and the homeless. The Passaic County Housing Agency is the public housing agency providing Section 8 vouchers that subsidize housing for low-income persons. CDBG funds provide support to public service agencies that serve the elderly (Homecare Options) and advocacy services to abused youth living in foster care (CASA).

Passaic County is also the lead agency for the Continuum of Care, an umbrella organization with approximately 30 member agencies that provide a plethora of services to persons who are homeless or at risk of homelessness. The Continuum of Care (CoC) links to all mental health, homeless, services and health organizations.

Through the county's various departments, funds are distributed to many for-profit and not-for-profit agencies that provide direct services including housing to special needs populations. Bi-annual planning for human services funds is undertaken to coordinate the efforts of these many organizations to find housing solutions for those difficult to house.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Passaic County Department of Human Services facilitates the CoC process and was consulted on several occasions for input on the 2023-2027 Five-Year plan and FY 2024 Annual Plan. The Director of Economic Development sits on the Board of the CoC and regularly participates in discussions related to CoC funding. The CoC meets quarterly and is active through committees during the intervening months. The committees span the topics of Centralized Intake and coordination of services, review of priority populations for permanent supportive housing, and discussions with health care and other systems of care about discharge policies.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Passaic County does not receive ESG funds.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities

1	Agency/Group/Organization	Passaic County Department of Human Services
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Through interviews with members of the Department of Human Services, information was obtained on homeless services, the special needs population and services provided by Passaic County. Opportunities to coordinate and utilize CDBG funding were discussed.
2	Agency/Group/Organization	Workforce Development Board of Passaic County
	Agency/Group/Organization Type	Services-Education Services-Employment Business Leaders

	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy Job-Training Educational Opportunities for residents Broadband Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	This agency was consulted via focus group on economic development, workforce needs and growth industries. Challenges experienced due to lack of Broadband and Wi-Fi were also discussed during this session. The Director of Economic Development sits on the WDB Board of Directors.
3	Agency/Group/Organization	Passaic County Office of Emergency Management
	Agency/Group/Organization Type	Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Agency - Emergency Management Other government - County
	What section of the Plan was addressed by Consultation?	Market Analysis Hazard Mitigation
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Discussed hazard mitigation plans and priorities.
4	Agency/Group/Organization	Passaic County Housing Agency
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Passaic County Housing Agency was consulted by email survey to obtain data about unit availability and site selection as well as waiting list information. The PCHA is a part of County government and is consulted regularly about its needs.

5	Agency/Group/Organization	PASSAIC COUNTY HABITAT FOR HUMANITY
	Agency/Group/Organization Type	Housing Critical repair Services - Housing Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Habitat attended a focus group discussion about housing needs and programs available to low and moderate income households. They designed and implemented a Critical Repair Program for low-income residents living in the Urban County.
6	Agency/Group/Organization	NJ COMMUNITY DEVELOPMENT CORPORATION
	Agency/Group/Organization Type	Housing Services - Housing Services-Homeless Services-Education Services-Employment Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Economic Development Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	NJ CDC attended a focus group on housing and service needs in the community.
7	Agency/Group/Organization	CATHOLIC FAMILY & COMMUNITY SERVICES
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-Homeless Services-Health Child Welfare Agency

	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Families with children Non-Homeless Special Needs Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Catholic Charities provides homeless services and services to the elderly and youth throughout the county. They were consulted during a focus group discussion on housing needs.
8	Agency/Group/Organization	EVA'S VILLAGE, INC
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Eva's Village participated in a focus group discussion of homeless needs. The insight into the function of the CoC and coordination between parties to achieve an end to homelessness was an important element.
9	Agency/Group/Organization	United Way of Passaic County
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-Homeless Services-Health Services-Education Services-Employment

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	A United Way representative attended a focus group to discuss homelessness and services available in the community.
10	Agency/Group/Organization	Passaic County Division of Home Energy & Weatherization
	Agency/Group/Organization Type	County Government Housing Rehabilitation
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Lead-based Paint Strategy Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Passaic County's Division of Home Energy & Weatherization provides lead hazard removal grants and loans to owners and renters in the County and improves energy systems for low-income homeowners and tenants. The Division offers grants to low-income families to pay electric bills. In addition, the Division has funds available for lead abatement for low-income families.

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

There were no agency types not consulted. Broadband service providers were consulted during the development of the Consolidated Plan in 2023, and not consulted again during the preparation of the Annual Action Plan.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Passaic County Continuum of Care	Strategic Plan goals align with the goals in the CoC's Plan to end Homelessness
Comprehensive Economic Development Strategy (2015)	Passaic County Dept. of Planning and Economic Development	Strategic Plan goals align with the goals in the CEDS as funding allows, without duplication of activities
Hazard Mitigation Plan	Passaic County Office of Emergency Management	Strategic Plan goals align with the goals in the Hazard Mitigation Plan as funding allows, without duplication of activities.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The Passaic County CDBG program includes outreach to municipalities and organizations as described in full in the Annual Plan. Such outreach included:

1. Informing the municipalities and organizations of the availability of funds, application deadline, and first public hearing date. Letters and emails were sent out on December 7, 2023
2. The first public meeting was held on February 9, 2024. The hearing was advertised in two local newspapers and the Spanish publication, El Especialito; was included in the cover letter of the CDBG FY 2024 application; and a blast email on February 1, 2024 reminded interested parties of the hearing.
3. The Hearing notices were disseminated in Spanish as well as English. The blast email requested that agencies share this information with their constituents. The County website also contains program information and can be translated easily.
4. The Action Plan was disseminated by email to all of the participating jurisdictions as well as organizations that represent low- and moderate-income persons and those with limited English proficiency. The second public hearing, held on June 11, 2024, announcement was included in this communication.
5. A second public hearing was held on June 11, 2024, at 12:00 pm virtually and in person (hybrid). The hearing was advertised in two local newspapers and the Spanish publication, El Especialito; with the availability of the Action Plan for display and disseminated through agencies that have contact with low- and moderate-income persons and those with limited English proficiency.

Passaic County updated its citizen participation plan to allow for hybrid hearings, to include virtual participation, throughout the program year in an effort to engage more citizens/participants that were unable to participate in person. The County also advertises in the Spanish newspaper to reach the LEP population of the County.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Notice and Email	General Public	Sent to inform entities of upcoming public hearings	N/A	None	
2	Newspaper Public Notices	General Public	The newspaper public notices were used to inform the public of the first and second public hearings as well as the availability of the plan.	N/A	None	
3	Public Hearings	General Public			None	
4	Letters/Emails	Municipalities and Agencies	Sent to inform entities of process	None	None	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The County became an entitlement community as an Urban County for the receipt of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) in 2008. The County is allocated a CDBG grant each fiscal year. In FY 2024, the amount allocated by HUD to Passaic County is \$989,159.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Narrative Description
			Annual Allocation: \$	Prior Year Resources: \$	Total: \$	
CDBG	Public - Federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$989,159		\$989,159	CDBG funds will be used to address community housing and non-housing needs
					\$2,967,477	

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Each municipality will leverage the CDBG funds with community funds to provide engineering services for their projects. The County does not pay for engineering, so each municipality is responsible for this expense. In addition, the total project costs may require that some of the municipality's bond for the remainder of the funds needed to complete the project budget.

The County has a Homeless Trust Fund that is generating support for homeless prevention and rapid re-housing activities.

The County may seek funding from other sources to accomplish its goals. Such funding may include:

- McKinney – Vento Funds under the HEARTH Act
- CDBG Disaster Recovery
- Low-Income Housing Tax Credits
- New Markets Tax Credits
- Economic Development Initiative
- Environmental Protection Agency
- Department of Transportation
- Department of Veterans Affairs

State funding sources available include:

- NJHMFA Special Needs Housing Fund
- HOME funds provided through DCA
- Weatherization Assistance Program
- Office of Mental Health
- Office of Alcohol and Substance Abuse Services
- Department of Health
- Department of Welfare (Supportive Services for the Homeless)
- Work First New Jersey
- Department of Transportation

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The County is exploring the feasibility of utilizing a county-owned site for affordable housing for elderly and veterans. This project would not involve CDBG funds, however.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve Public Facilities	2023	2027	Non-Housing Community Development		Public Facility Improvements	CDBG: \$145,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 5,158 persons
2	Improve Public Infrastructure	2023	2027	Non-Housing Community Development		Infrastructure Improvements	CDBG: \$440,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 24,953
3	Provide Public Services	2023	2027	Homeless Non-Homeless Special Needs		Public Services	CDBG: \$30,000	Public service activities other than Low/Moderate Income Housing Benefit: 25 persons
4	Improve Access to Affordable Housing	2023	2027	Affordable Housing		Affordable Housing	CDBG: \$176,327	Homeowner Housing Rehabilitated: 16 Households
5	Planning/Administration	2023	2027	Admin		Planning/Administration	CDBG: \$197,832	Other: 1

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Improve Public Facilities
	Goal Description	Improvements to public facilities that serve low- and moderate-income clientele and/or are located in low- and moderate-income areas.
2	Goal Name	Improve Public Infrastructure
	Goal Description	Improvements to public infrastructure that serve low- and moderate-income residents and/or are located in low- and moderate-income areas.
3	Goal Name	Provide Public Services
	Goal Description	The County will support and invest in services that serve children, seniors and other low-mod income clientele through a variety of programs and services
4	Goal Name	Improve Access to Affordable Housing
	Goal Description	Creation/preservation of affordable housing through rehabilitation.
5	Goal Name	Planning/Administration
	Goal Description	Administration and planning conducted to operate the CDBG program successfully

Projects

AP-35 Projects – 91.220(d)

Introduction

Passaic County intends to undertake the projects below using FY2024 CDBG funds.

Projects

#	Project Name
1	Bloomingtondale Senior Center Rehabilitation
2	Haledon Cliff Street Drainage Improvement
3	Hawthorne ADA Improvements
4	Little Falls Clarence Avenue Rehabilitation
5	Prospect Street Improvements
6	Totowa Sanitary Sewer Force Main Cleaning and Lining
7	Wanaque Boulevard Watermain Improvements
8	Woodland Park Community Center ADA Rehabilitation
9	New Bridge Services Affordable Housing Rehabilitation
10	Habitat for Humanity Passaic County Critical Repair Program
11	West Milford Group Home Roof and Gutters Replacement
12	Court Appointed Advocacy for Child Abuse Victims

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The allocations were selected based on eligibility of the activity, its ability to meet a national objective and the evidence of need in the community. Further consideration was given to the past history of expenditure of CDBG funds by the community. The ability of the community to complete projects in a timely manner was given a high priority.

Passaic County allocated its entitlement funds to aid with activities that meet the underserved needs of the communities participating in the program.

AP-38 Project Summary

Project Summary Information

1	Project Name	Administration
	Target Area	No Target Areas established
	Goals Supported	Planning/Administration
	Needs Addressed	Planning/Administration
	Funding	CDBG: \$197,832
	Description	On-going program management and oversight. Public information, advertising and consulting services are included
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	N/A Admin
	Location Description	Countywide – Urban County
	Planned Activities	General Program Administration Matrix Code 21A
2	Project Name	Bloomington Senior Center Rehabilitation
	Target Area	No target areas established
	Goals Supported	Improve Public Facilities
	Needs Addressed	Public Facility Improvements
	Funding	CDBG: \$70,000
	Description	Replace floor of Bloomington Senior Center, which has heaved and cracked, creating a serious tripping hazard due to an uneven surface. The heaving has also damaged walls, doors and ceilings. Work will begin by demolishing the floor slab and other interior architectural elements and reconstructing them, so they are true and level, thus eliminating tripping hazards for the 1,100 seniors who utilize the facility.
	Target Date	8/31/2025

	Estimate the number and type of families that will benefit from the proposed activities	1,100 seniors will benefit from this activity.
	Location Description	103 Hamburg Turnpike, Bloomingdale, NJ
	Planned Activities	Senior Centers Matrix Code 03A
3	Project Name	Haledon Cliff Street Drainage Improvement
	Target Area	No target areas established
	Goals Supported	Improve public infrastructure
	Needs Addressed	Infrastructure improvements
	Funding	CDBG: \$80,000
	Description	Severe repetitive flooding in the area caused by inadequate draining systems. Project will improve downstream drainage structures which are currently undersized, partially clogged, and deteriorated to increase capacity during rainfall events. Project includes clearing site; replacement of existing failing drainage system through installation of Type B and Type E inlets; installation of 12", 15" and 24" reinforced concrete pipes, installation of a 4" thick concrete sidewalk and vertical curb, resetting fencing, removal of a tree and replacement of the topsoil. Completion within one year.
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	1330 people will benefit from this activity. LMI Area Benefit Census Tract 133701 Block Group 3. 50.75% LMI
	Location Description	Cliff Street and Oxford Street, and Haledon Court, Haledon, NJ
	Planned Activities	Water and Sewer Improvements Matrix Code 03J
4	Project Name	Hawthorne ADA Improvements
	Target Area	No target areas established
	Goals Supported	Improve public infrastructure
	Needs Addressed	Infrastructure improvements
	Funding	CDBG: \$60,000

	Description	Install ADA ramps in Kaywin neighborhood: 10 ramps at three locations; and install 6 curb ramps at three other locations in the borough. Provided list of locations/intersections for ramps. Complete by September 2025.
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	19,231 persons will benefit from this activity.
	Location Description	Kaywin Neighborhood in the Borough of Hawthorne
	Planned Activities	Street ADA Improvements Matrix Code 03K
5	Project Name	Little Falls Clarence Avenue Rehabilitation Project
	Target Area	No target areas established
	Goals Supported	Improve public infrastructure
	Needs Addressed	Infrastructure improvements
	Funding	CDBG: \$60,000
	Description	Project is located in Signac neighborhood. Roadway impacted by erosion, potholes and cracked pavement. Consistent flooding has worn down/undermined this local road. Scope: Includes milling and paving of the entire length of the roadway, replacement of Belgian block and concrete curb where necessary, inlet reconstruction and bicycle safety grates.
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	1,020 persons will benefit from this activity. LMI Area Benefit: Census Tract: 154006 Block Group 1. LMI:60.27%
	Location Description	Clarence Avenue from Main Street to Woodcliff Avenue
	Planned Activities	Street Improvements Matrix Code 03K
6	Project Name	Prospect Park North 14 th Street and Cyril Avenue Improvements
	Target Area	No target areas established
	Goals Supported	Improve public infrastructure

	Needs Addressed	Infrastructure improvements
	Funding	CDBG: \$80,000
	Description	Milling and paving , stripping of both roadways; pedestrian safety improvements. Significant pavement cracking, potholes, deteriorating curbs and driveway aprons and faded traffic striping. Reconstruct one inlet; reset water valve box.
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	1,690 persons will benefit from this activity. LMI Area Benefit: Census Tract 203600 Block Group: 1: 57.10%
	Location Description	North 14 Street (Haledon Avenue to Brown Avenue) and Cyril Avenue in full.
	Planned Activities	Street Improvements Matrix Code 03K
7	Project Name	Totowa Sanitary Sewer Force Main Cleaning and Lining
	Target Area	No target areas established
	Goals Supported	Improve public infrastructure
	Needs Addressed	Infrastructure improvements
	Funding	CDBG: \$80,000
	Description	Line and clean existing sanitary sewer main along parts of Route 46 and Riverview Drive. Installation of cured-in-place pipelining, cleaning, maintenance of sewer access pits, installation of replacement gate valves, and sediment removal. Video Inspections, test pits, temporary sewer by-pass measures.
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	1,665 persons will benefit from this activity. LMI Area Census Tract 223802 Block Group 2: 42.64%
	Location Description	Along Route 46 and Riverview Drive
	Planned Activities	Water and Sewer Improvements Matrix Code 03J
8	Project Name	Wanaque Boulevard Watermain Improvements
	Target Area	No target areas established

	Goals Supported	Improve public infrastructure
	Needs Addressed	Infrastructure improvements
	Funding	CDBG: \$80,000
	Description	Replacement of substandard 6" transite water mains to be upgraded to 8" ductile iron pipes. Mill and pave adjacent streets and sidewalks. All new fire hydrants will be fitted with the Storz style connection. Has adopted a bond ordinance to provide additional funding of \$1,210,000 for water supply and distribution system improvements. Wanaque will also use a \$160,000 NJDOT grant for this project. Will complete in 11 months.
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	17 persons will benefit from this activity.
	Location Description	Haskell Section of Wanaque: Jefferson Street to 2nd Avenue along Boulevard which services 17 residents.
	Planned Activities	Water and Sewer Improvements Matrix Code 03J
9	Project Name	Woodland Park Community Center ADA Rehabilitation
	Target Area	No target areas established
	Goals Supported	Improve public facilities
	Needs Addressed	Public facility improvement
	Funding	CDBG: \$75,000
	Description	Community Center aka West Paterson Boys and Girls Club. WP uses building as their senior center and plans to renovate the entire facility. Need to provide ADA accessible entryway and bathrooms. Will take 12 months to complete. Located in flood plain area, but not in flood way
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	4,058 elderly/disabled persons will benefit from this activity.

	Location Description	8 Memorial Drive, Woodland Park
	Planned Activities	ADA Improvements to Youth Facilities Matrix Code 03E
10	Project Name	New Bridge Services Affordable Housing Rehabilitation
	Target Area	No target areas established
	Goals Supported	Improve Access to Affordable Housing
	Needs Addressed	Affordable housing
	Funding	CDBG: \$15,000
	Description	Group home with an older couple; a single man and a single woman. Each occupant has been diagnosed with a serious mental illness and each household has very limited income. Renovations will permit tenants to live in the home. Renovations include replacing carpets and flooring; replacing exterior basement stairs; replacing drainage system at the bottom of the stairs and replacing stair railing. Replace one sidewalk with a concrete slab. Project Supervisor: David Moore, Chief Real Estate Officer and Renee Regner, Property Manager.
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	Two households will benefit from this activity.
	Location Description	137 Newark Pompton Turnpike, Little Falls, NJ
	Planned Activities	Housing Rehabilitation Matrix Code 14B
11	Project Name	Passaic County Habitat for Humanity Passaic County Critical Repair Program
	Target Area	No target areas established
	Goals Supported	Improve Access to Affordable Housing
	Needs Addressed	Affordable housing
	Funding	CDBG: \$131,327

	Description	Preserve existing affordable housing for eligible low-moderate income households. Expansion of Habitat Passaic County Critical Repair Program for ten owner occupied homes in 10 municipalities. All homeowners will be income screened. Services include address immediate and critical housing rehabilitation problems to ensure safe and continued occupancy, i.e., roof replacement; repair utilities such as heat, water supply, sanitary sewer, air conditioning, ventilation and access and egress locations (porch steps and sidewalks).Some ADA accommodations. No lead-based paint items, i.e., windows or doors.
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	Ten low-moderate income households will be benefit from this project.
	Location Description	Bloomingtondale, Haledon, Hawthorne, Pompton Lakes, Prospect Park, Ringwood, Totowa, Wanaque, West Milford and Woodland Park
	Planned Activities	Housing Rehabilitation Matrix Code 14A
12	Project Name	West Milford Group Home Roof and Gutters Replacement
	Target Area	No target areas established
	Goals Supported	Improve Access to Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$30,000
	Description	Replace roof and gutters on a group home for adults with intellectual and developmental disabilities. Currently a group home for 4 men. Installation of new roof and leaders and gutters will be managed by Facilities Manager and will be installed in accordance with building code regulations.
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 4 men with intellectual and developmental disabilities will benefit from this activity.
	Location Description	2012 Macopin Road, West Milford
	Planned Activities	Housing Rehabilitation Matrix Code 14B

13	Project Name	Court Appointed Advocacy for Child Abuse Victims
	Target Area	No Target Area Established
	Goals Supported	Provide Public Services
	Needs Addressed	Public Services
	Funding	CDBG : \$30,000
	Description	Support the salary of an Advocacy Coordinator who will oversee 15-20 CASA volunteers who will serve a total of approximately 20-25 children in foster care. Each volunteer: advocates in Family Court for the best interests of the child regarding medical and educational issues. Volunteers will spend 1,000 hours advocating for abused and neglected children.
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 25 children will benefit from CASA services
	Location Description	Serves the Urban County communities: Bloomingdale, Haledon, Hawthorne, Little Falls, North Haledon, Pompton Lakes, Prospect Park, Ringwood, Totowa, Wanaque, West Milford, Woodland Park
Planned Activities	Public services for abused children Matrix Code 05N	

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Assistance is not directed to any specific geographic area in the County. All the CDBG funding (100%) will benefit LMI clientele and areas throughout the County.

Geographic Distribution

Target Area	Percentage of Funds
None established	

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The County will use CDBG funds throughout the jurisdiction to serve low and moderate-income persons. This method of allocation will enable the County to serve the most disadvantaged residents given the limited funding available.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	16
Special-Needs	0
Total	16

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	16
Acquisition of Existing Units	0
Total	16

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

The Passaic County Housing Agency does not own or manage public housing in Passaic County. The Passaic County Housing Agency administers Section 8 vouchers only.

Actions planned during the next year to address the needs to public housing

N/A – There is no public housing in the Urban County.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Passaic County Housing Agency has a family self-sufficiency program, including job training, development of employment skills, educational activities, and savings accounts for the development of economic self-sufficiency. This program serves approximately 80 families annually from a total of 842 Housing Agency Section 8 families.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

N/A – Not a troubled agency.

Discussion

In addition to 842 Housing Choice Vouchers, the Housing Agency was also selected by the Department of Housing and Urban Development to receive 29 Emergency Housing Vouchers through the American Rescue Plan Act. Seventy thousand of these vouchers were distributed on July 1, 2021 to housing authorities based on geographical need and the authority's previous ability to lease up families in their existing programs. These vouchers are targeted to assist individuals or families that are homeless, at risk of homelessness, fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking, or were recently homeless and have a high risk of housing instability. Any applicants for this program must be referred to the Housing Agency by the County Department of Human Services.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The Passaic County Continuum of Care (CoC) is supported by the staff of the Department of Human Services and administered by the Passaic County Interagency Council on Homelessness. The Passaic County Consolidated Plan relies on the work of the CoC to set policy and implement programs to prevent homelessness and assist persons who are homeless.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The CoC plans and manages the homeless system's coordination through an ongoing collaboration of public and non-profit agencies, grantors, advocacy groups and formerly homeless individuals. The CoC has provided grant funding to NJ 211 to be the single point of entry for the coordinated assessment process. NJ 211 is the virtual Coordinated Assessment access point accessible to the community via telephone with availability 24 hours a day 7 days a week. NJ 211 strives to make materials and phone conversations accessible to persons with limited English proficiency through translation. NJ 211 is a key partner in conducting point of entry referrals into shelters, permanent housing, and services.

The CoC's Coordinated Assessment system covers the entire Passaic County geographic area through strategic outreach from PATH and SSVF partners. Strategic outreach covers the CoC's geography annually, but also proactively outreaches to the hardest to serve individuals who are not actively seeking services, and who are identified or staying in known locations. The PATH Program provides regular outreach at known locations. Further, through partnership with the eviction courts, PATH has addressed the needs of those at-risk of losing their housing. When families are removed from the welfare list, outreach is conducted to see if they have short-term places to live and long-term plans for permanent housing. Additional street outreach is conducted by "They Have A Name" to encourage people to move to shelter and services. The SSVF and Community Hope coordinate street outreach to homeless veterans.

As part of the coordinated system, the CoC has created a Housing Prioritization Tool (HPT) to assist the most vulnerable households in the Coordinated Assessment system. Using the tool ensures that people with the greatest needs will be prioritized when housing providers are seeking referrals for permanent supportive housing and rapid re-housing placements. The CoC tracks the length of time clients remain on the list and where clients are discharged to, ensuring the effectiveness of the CoC and the prioritization process. The CoC can monitor bed availability in real-time for housing projects using the Homeless Management Information System.

Addressing the emergency shelter and transitional housing needs of homeless persons

The CoC captures Point in Time data, Systems Performance Measures and Coordinated Entry data to evaluate and understand the emergency needs of persons in the County experiencing homelessness. Passaic County does not receive Emergency Solutions Grant funding from HUD to directly support emergency shelter and transitional housing needs in the County.

The County's Continuum of Care provides several shelters for people who are homeless. The County is working with shelter providers to decrease the period of time someone experiences homelessness. While no longer a priority at the federal level, there are transitional housing needs that still exist in the County, in addition to robust case management services. As the Continuum continues to prioritize projects that adopt Housing First, several Transitional Housing programs have been converted to Permanent Supportive Housing, though stakeholders report the need for transitional housing for youth aging out of foster care to ensure success in permanent housing.

Funds were also reallocated from PSH programs to fund rapid re-housing through the CoC. The Passaic County Homeless Trust Fund has also funded rapid re-housing and services in support of rapid re-housing projects. The State DCA funded 500 state-wide rental assistance vouchers for chronically homeless to be matched by services provided by local agencies. NJCDC is administering 50 vouchers and matching with services funded from the County's Homeless Trust Fund.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Coordinated referral and an extensive inventory of services provide an opportunity for persons who are homeless to make a successful transition to permanent housing. The CoC Priorities are: (1) ending chronic and veteran homelessness, (2) creating new low-barrier permanent supportive housing and rapid re-housing projects that follow housing first principles, and (3) creating a systemic response to homelessness through coordinated entry and assessment.

- To end chronic homelessness, the CoC is utilizing a Housing Prioritization Tool to prioritize chronically homeless persons for permanent housing opportunities systematically and is supporting projects that have low-barrier intake and termination

criteria, this includes having had NJCDC sponsor 15 new Housing First vouchers for the chronically homeless utilizing State Rental Assistance from NJ DCA.

- To end homelessness, PCICH members Catholic Family and Community Services and Community Hope provide SSVF outreach, services, and rental assistance and manage a by-name-list of identified veterans to connect them with veteran-specific and other community resources.
- To create a systemic response to homelessness, the CoC has funded NJ 211 to cover the full geographic area with Coordinated Assessment access, and is holding monthly case conferencing meetings among outreach, housing providers and emergency shelter providers to prioritize resources for those who are homeless for the longest time and with the greatest severity of service needs.

Through partnerships with the Children's Inter-Agency Coordinating Council (CIACC), education system partners, homeless liaisons, the behavioral health care system, child protective services and the homeless services system, homeless students and their families are identified, and service plans developed to meet their needs. CIACC offers cross-training on homeless definitions, compliance and requirements, support systems for the homeless and effective community service providers. CIACC has developed a standardized intervention model for use in school settings to effectively determine the service needs of homeless children and connect them to appropriate providers. The homeless liaison serves on the CoC board.

The Passaic County Homeless Trust Fund has funded rapid re-housing and services in support of rapid re-housing projects. The State DCA funded 500 state-wide rental assistance vouchers for chronically homeless to be matched by services provided by local agencies. NJCDC is administering 50 vouchers and matching with services funded from the County's Homeless Trust Fund.

The Passaic County Housing Agency was also selected by the Department of Housing and Urban Development to receive 29 Emergency Housing Vouchers through the American Rescue Plan Act. These vouchers are targeted to assist individuals or families that are homeless, at risk of homelessness, fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking, or were recently homeless and have a high risk of housing instability. Applicants are referred to the Housing Agency by the County Department of Human Services. The Housing Agency has already issued 25 of the vouchers. In order to assist the families into transitioning into a new apartment, HUD has also supplied service fees which may be used for security deposits, realty fees, utility bills, and the purchase of household items, if needed.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The CoC application to HUD indicated that the most effective way to decrease homelessness is through a single point of entry, assessment, expanded outreach, increased community awareness, coordination of efforts and expansion of housing opportunities and prevention services.

The Ten-Year Plan places a prevention emphasis on discharge planning and access to a safety net of services. The Coalition continues to:

- Work with the State of New Jersey and local public and private entities to establish an effective homelessness prevention program in Passaic County.
- Create a 'minimum standard' discharge policy to be adopted county-wide.
- Create affiliation agreements between various discharge agencies and shelters.
- Improve discharge planning policy for prisons and jails.
- Improve discharge planning for youth aging out of the DYFS system.

Partnerships with the school homeless liaisons will be strengthened through coordinated training sessions with providers. The Mainstream Committee of the CoC has incorporated education and early childcare issues in their monthly meetings. The CoC works with the Children's Inter-Agency Coordinating Council (CIACC) to build partnerships with the healthcare system, child protective services and homeless services system to better identify homeless students and coordinate services.

The County has budgeted \$30,000 in FY24 CDBG funds for the County Court Appointed Special Advocates (CASA) program which assists foster youth.

Discussion

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The County updated its Analysis to Impediments to Fair Housing in 2022. Barriers identified include:

A. Lower employment rates and wages for certain members of the protected classes restrict housing choice.

- Members of the protected classes tend to have lower incomes and higher unemployment rates than their counterparts. Persons with disabilities participate in the labor force at lower rates than persons without disabilities.
- In the Urban County, the labor force participation rate among those with one or more disabilities was 49.8%, while the labor force participation rates among those without a disability was 84.9%. Across Passaic County, approximately 14-18% of persons with disabilities participating in the labor force are unemployed compared to 4-6% of those without a disability.
- In Passaic County, Black and Hispanic households experience higher unemployment rates than White and Asian households.

B. Non-White households were less likely to be homeowners than White households.

- In the Urban County, Black and Hispanic households are under-represented among homeowners. While 85.5% of homeowners in the Urban County identified as White, only 1.7% identified as Black, and 12.1% identified as Hispanic.
- Non-white applicants are disproportionately represented among mortgage applicants. Furthermore, Black applicants have the highest rate of denial among applicants, making homeownership more difficult to achieve.
- Homeownership has historically been a way for a family to create generational wealth, which allows those families additional opportunities such as accessing equity to pay for higher education or start a business. Increasing homeownership rates among members of the protected classes can assist in generating wealth.

C. Moderate levels of segregation exist in Passaic County.

- In 2020, Black, Asian, and Hispanic communities in Passaic County experienced moderate levels of segregation. Of the three minority groups analyzed, Asian communities in Passaic County are the only community to experience an increase in the dissimilarity index in comparison to 2010.
- A lack of racial or ethnic integration in a community creates other problems, such as reinforcing prejudicial attitudes and behaviors, narrowing opportunities for interaction, and reducing the degree to which community life is considered harmonious. Racial

segregation has been linked to diminished employment prospects, poor educational attainment, increased infant and adult mortality rates and increased homicide rates.

D. The Land Use and Housing elements of the Comprehensive Plan are outdated.

- Since the previous AI, which was conducted in 2018, the only change to Passaic County's Comprehensive Master Plan was the addition of the Green Stormwater Infrastructure Element on November 29, 2018. Other elements of its comprehensive plan have not been updated for almost a decade or more. Significant changes in the housing market for both renters and homebuyers have occurred since then. One way to decrease segregation is through improved land use policies that emphasize higher density housing, which is often a more affordable option. It should be noted, that in accordance with the NJ Municipal Land Use Law, municipalities have the ultimate decision-making powers relating to land use in their communities. Counties can only review and comment on ingress and egress onto County roads and how new development will impact the flow of water onto County roads.

E. Planning documents in some municipalities are not consistent with fair housing laws.

- Since the previous AI, most municipalities did not update their zoning ordinances in accordance with recommendations made.
- Many of the municipal zoning ordinances in the Urban County are outdated, lack terms, definitions, and/or regulations, or are in violation of fair housing laws.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The County will continue to conduct fair housing education and outreach. The County does not control land use, zoning, building codes or other actions with direct impact on land use. The County will continue to work in an advisory capacity to the local municipalities on land use issues.

The County will continue to promote the County's fair housing webpage as a place to get information on fair housing. In addition, the County hosted a Fair Housing virtual conference on April 23, 2024 with 40 participants. The Conference highlighted ways to ensure Fair Housing Compliance with Federal and State of NJ laws and expand housing opportunities.

The Planning Department is collecting the court determinations for affordable housing to incorporate into a new housing element of the County's Master Plan. The County will promote housing options to expand housing choice.

Discussion:

AP-85 Other Actions – 91.220(k)

Introduction:

The following information illustrates other actions that Passaic County will take to address its priority needs.

Actions planned to address obstacles to meeting underserved needs

The primary impediment to the County's ability to meet underserved needs is the limited amount of CDBG funding to address identified priorities. The County will continue to seek public and private resources to leverage its entitlement funds in assisting with implementation of policies and programs.

The County Housing Agency provides rent vouchers to offset the high cost of rental housing in the County.

The Passaic County Human Services Department offers several programs to combat homelessness and is the administrator of the CoC in Passaic County. The County has a Homeless Trust Fund which will provide resources to address homelessness. In addition, the County is utilizing CDBG-CV funds to open a satellite office of the Passaic County Health Clinic in West Milford, an area determined to be underserved by the Health Department. Services will include: health department activities, i.e. vaccinations and testing, etc.; mental health services by the Department of Human Services and services to seniors, disabled individuals and veterans by the Department of Seniors, Disability and Veteran's Affairs.

Actions planned to foster and maintain affordable housing

The County will continue to support its goals of maintaining and expanding affordable housing by supporting activities and programs funded by others by certifying these activities as consistent with the five - year plan.

The Passaic County Weatherization and Home Energy Division provides utility subsidies to low-income individuals residing in Passaic County to permit them to stay in their homes and have adequate heating and electricity. In addition, the Division rehabilitates the homes of low-income individuals to ensure that they are energy efficient. Rehabilitation includes insulation, new windows, new hot water heaters and new boilers.

The County will continue to provide resources to help homeless and low-income people obtain housing. For example, the Passaic County Housing Agency provides rent vouchers to offset the high cost of rental housing in the County.

The County will use 2024 CDBG funds to rehabilitate existing owner and renter occupied housing units in the County, in an effort to preserve existing affordable housing options for County residents.

Actions planned to reduce lead-based paint hazards

The County is a participant in the New Jersey Health Department Lead Abatement Initiative. The Passaic County Weatherization and Home Energy Division has grants and loans available to remove lead hazards in homes. When children are identified with an elevated blood lead level, the County provides oversight to ensure that the lead-based paint problem is addressed.

The U.S. EPA guideline for renovation, paint and repair, effective April 22, 2010, requires that all contractors notify owners of properties constructed prior to 1978 of the potential for lead-based paint hazards and to perform work in a lead safe manner. Contractors must be trained and registered with the U.S. EPA to do work in older homes that disturbs painted surfaces. Local building code offices will be made aware of these requirements.

Rehabilitation work planned in 2024 will comply with all lead-based paint requirements.

Actions planned to reduce the number of poverty-level families

Through implementation of human services programs offered by or through funding provided by Passaic County, the County works to reduce the number of families with incomes below the poverty level. The County, in conjunction with the public and private agencies and institutions, provides lower-income households with the opportunity to gain the knowledge and skills as well as the motivation to become fully self-sufficient. Economic Development activities are directed toward the creation of new businesses and employment opportunities. The CDBG program provides the potential of generating jobs that may be filled by Section 3 residents or hire Section 3 businesses.

The county Workforce Development Board and One-Stop Center develop training programs and provide job placement services for county residents.

Actions planned to develop institutional structure

The County Department of Planning and Economic Development is responsible for the administration of the CDBG program. All sub-recipient agreements are monitored on an ongoing basis. The County participates with other groups when appropriate, such as planning for the homeless, to facilitate cooperative problem solving in Passaic County.

Additionally, coordination between the County, non-profit service providers, and private agencies allow for all parties in Passaic County to efficiently leverage the limited economic and human resources available.

Actions planned to enhance coordination between public and private housing and social service agencies

The County will continue efforts to enhance coordination between agencies by creating partnerships in the implementation the Section 3 outreach initiative and the Passaic County Interagency Council on Homelessness. The Section 3 outreach effort will partner with the Passaic County Workforce Development Center and the agencies involved in the Human Services Advisory Board to identify Section 3 individuals and businesses and to provide feedback on available job opportunities. The Passaic County CEAS/Continuum of Care is comprised of providers of homeless services and prepares the McKinney application for funding from HUD.

In addition to coordination between public and private agencies, improved coordination between Passaic County departments is being pursued to improve housing and economic opportunities for low- and moderate-income residents. Departments include Planning & Economic Development, Passaic County Public Housing Agency, Human Services, Parks & Recreation, Roads Division, and Office of Emergency Management.

Discussion:

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be conducted.

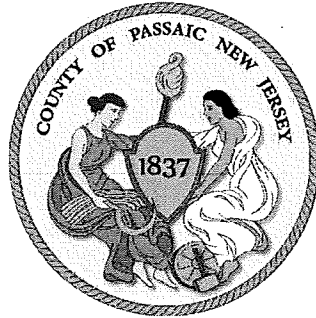
1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	0
5. The amount of income from float-funded activities	0
Total Program Income	0

Other CDBG Requirements

1. The amount of urgent need activities	0
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For Public Display May 10, 2024 to June 12, 2024

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
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

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. 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

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 .

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

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

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

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