



# FY 2012 Annual Action Plan

The CPMP Annual Action Plan includes the SF-424 and narrative responses to Action Plan questions to which CDBG, HOME, HOPWA and ESG grantees must respond each year in order to be compliant with the Consolidated Planning Regulations.

## ACTION PLAN

The Annual Action Plan includes the SF-424 and is due every year no less than 45 days prior to the start of the grantee's program year start date. HUD does not accept plans between August 15 and November 15.

### EXECUTIVE SUMMARY 91.220(B)

1. The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

#### *Priorities and Actions*

During the year, Passaic County will fund activities in furtherance of the objectives and priorities identified in the Strategic Plan for the five years from 2008 to 2012. These include:

- a. Support improvements to public facilities and services**
  - 1) Recreation Center Improvements
  - 2) Public Library improvements
- b. Improve, maintain, and expand infrastructure**
  - 1) Improve County streets
  - 2) Improve County sidewalks
  - 3) Repair sanitary and sewer systems
- c. Support Public Services**
  - 1) Provide funding to organizations that service the County's elderly population
  - 2) Provide funding to organizations that service the County's homeless population

**d. Program Administration**

***Outcome Performance Measures***

HUD has developed an outcomes performance measurement system to collect information on outcomes of activities and to aggregate that information at the local and national level. Below is a list of Passaic County’s proposed 2012 projects as matched with their HUD-approved performance measures.

**The following are the activities recommended for funding in 2012:**

PRIORITY	PROJECT	OUTCOME MEASURE	Objective	Output
<b>Infrastructure</b>	Borough of Hawthorne - street improvements - Ethel Ave.	Sustainability	Create a suitable living environment	1,019 people
	Borough of Prospect Park - Park improvements	Sustainability	Create a suitable living environment	5,572 people
	Borough of Totowa - sewer improvements	Sustainability	Create a suitable living environment	1,120 people
	Borough of Wanaque - Sanitary sewer improvements	Sustainability	Create a suitable living environment	468 people
	Borough of West Milford - street improvements	Sustainability	Create a suitable living environment	xx people - TBD
<b>Public Facilities</b>	Borough of Haledon - Fire Station improvements	Sustainability	Create a suitable living environment	7,975 people
	Borough of North Haledon - Community Center	Availability/ Accessibility	Create a suitable living environment	1 public facility
<b>Public Services</b>	Strengthen Our Sisters - kitchen facility	Availability/ Accessibility	Create a suitable living environment	50 people
	New Bridge Services - Operation SAIL	Availability/ Accessibility	Create a suitable living environment	45 people
<b>Administration</b>	Not applicable			

***Geographic Distribution:***

Passaic County will provide CDBG funds to activities serving the 12 participating jurisdictions: **BLOOMINGDALE, HALEDON, HAWTHORNE, LITTLE FALLS, NORTH HALEDON, POMPTON LAKES, RINGWOOD, PROSPECT PARK, TOTOWA, WANAQUE, WEST MILFORD, WOODLAND PARK**

As such assistance is not directed to any specific geographic area. The 2012 Consolidated Action Plan maps indicate the location of the site-specific activities. These maps follow the project activity sheets included in the appendix.

The areas of the 12 participating communities in the Passaic County CDBG program that have a concentration of Non-White and Latino populations are very limited. Only Census Block Groups in Haledon and Prospect Park have higher concentrations of Non-White and Latino households. These areas also have a higher percentage of low-income households. Both these communities received funding for requested activities. Other communities with low-income households that have requested funding are receiving grants to undertake activities.

***Evaluation of Past Performance:***

The County is working with the local municipalities and subrecipients of the prior year funds to complete funded activities. Very few projects from 2008 to 2010 were completed by the start of FY 2011 and the County has run into a timeliness problem. However, during the summer of 2011, over \$1 million in projects were under construction

As required by HUD, 75 days after the end of the County's fiscal year, ending August 31, 2011, Passaic County made the FY 2010 Consolidated Annual Performance and Evaluation Report (CAPER) available for public comment. This report provided an evaluation of the County's performance, including spending accomplishments and housing rehabilitation accomplishments. The next CAPER will be completed and available for public display in early November 2012, and will be submitted to HUD by November 30, 2012. The County expects to be timely in its expenditures at the conclusion of the year as it will meet the standard of 1.5 times the annual allocation.

**CITIZEN PARTICIPATION AND CONSULTATION 91.200 AND 91.220(B)**

2. Provide a summary of the citizen participation and consultation process (including efforts to broaden public participation in the development of the plan.

The citizen participation process evidence is included in Appendix 2.

In agreement with 24 CFR 91.115(e) Passaic County has adopted a Citizen Participation Plan describing the citizen participation requirements of its CDBG program. The Citizen Participation Plan is on file at the Passaic County Department of Planning and on the web site.

On February 9, 2012, a public hearing was held at the Planning Department, 930 Riverview Drive – Suite 250, Totowa, to solicit input from social service agencies, housing providers, local municipalities, County agencies, and the general public. The hearing was held at 10:00 a.m. and included a lengthy discussion of how to comply with the requirements of the CDBG Program in both the submission of the grant application and the implementation of funded projects.

On May 14, 2012, a summary of the Action Plan was published in the *Herald News* alerting interested persons as to the availability of the plan. The plan was placed at the following location in Passaic County for public review:

- Planning Department, 930 Riverview Drive– Suite 250, Totowa New Jersey 07512;
- County Administration Building at 401 Grand St, Paterson, NJ
- Municipal Clerk’s Office in the following municipalities: Bloomingdale, Haledon, Hawthorne, Little Falls, North Haledon, Pompton Lakes, Prospect Park, Ringwood, Totowa, Wanaque, West Milford, Woodland Park
- Passaic County Housing Authority: 100 Hamilton Plaza, Paterson
- Passaic County website: [www.passaiccountynj.org](http://www.passaiccountynj.org)
- Strengthen Our Sisters, PO Box 1089, Hewitt NJ 07421
- Catholic Family and Community Services, 24 DeGrasse Street, Paterson NJ 07505
- NewBridge Services, 105 Hamburg Turnpike, Pompton Lakes, NJ 07442

The public review period was from May 14 to June 15, 2012. A public hearing was held on June 12, 2012 to allow for review and discussion of the Annual Plan and proposed use of FY 2012 Program Funds. The Board of Chosen Freeholders of Passaic County approved submittal of the Action Plan on June 26, 2012. Documentation of the Citizen Participation process is included in the appendix of this document.

- a. Based on the jurisdiction's current citizen participation plan, provide a summary of the citizen participation process used in the development of the consolidated plan. Include a description of actions taken to encourage participation of all its residents, including the following:
1. low- and moderate-income residents where housing and community development funds may be spent;
  2. minorities and non-English speaking persons, as well as persons with disabilities;
  3. local and regional institutions and other organizations (including businesses, developers, community and faith-based organizations);
  4. residents of public and assisted housing developments and recipients of tenant- based assistance;
  5. residents of targeted revitalization areas.

Announcement of the availability of the Annual Plan for public review was sent to organizations that represent persons with limited English speaking ability, disabilities, and low income. These included the Passaic County Human Services Department (CSBG, CoC); the Passaic County Housing Authority; Strengthen Our Sisters (homeless, victims of domestic violence); Catholic Family and Community Services; and NewBridge Services.

- b. Identify agencies, groups, and organizations that participated in the process. This should reflect consultation requirements regarding the following:
1. General §91.100 (a)(1) - Consult with public and private agencies that provide health services, social and fair housing services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons) during the preparation of the plan.
  2. Homeless strategy §91.100 (a)(2) – Consult with public and private agencies that provide assisted housing, health services, and social services to determine what resources are available to address the needs of any persons that are chronically homeless.
  3. Metropolitan planning §91.100 (a)(5) -- Consult with adjacent units of general local government, including local government agencies with metropolitan-wide planning responsibilities, particularly for problems and solutions that go beyond a single jurisdiction, i.e. transportation, workforce development, economic development, etc.
  4. HOPWA §91.100 (b)-- Largest city in EMSA consult broadly to develop metropolitan-wide strategy for addressing needs of persons with HIV/AIDS and their families.
  5. Public housing §91.100 (c) -- Consult with the local public housing agency concerning public housing needs, planned programs, and activities.

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## PASSAIC COUNTY

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As discussed in Section 2a., the County invited organizations representing persons with limited English, disabilities, the homeless, and lower-income residents to comment on the Annual Plan. These organizations include:

- Passaic County Human Services Department (CSBG, CoC)
- Passaic County Planning Department
- Passaic County Workforce Investment Board
- Paterson's HOPWA Program
- Passaic County Housing Authority,
- Strengthen Our Sisters (homeless, victims of domestic violence),
- Catholic Family and Community Services, and
- NewBridge Services.

3. Provide a summary of citizen comments or views on the plan.

*To be included if any comments received*

4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

*To be included if any comments received*

**RESOURCES 91.220(C)(1) AND (C)(2)**

5. Identify the federal, state, and local resources (including program income) the jurisdiction expects to receive to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

The following chart represents the HUD Funding Sources Form and lists the federal entitlement resources to be made available to Passaic County during FY 2012 to implement the Annual Plan.

Passaic County will receive \$805,450 of CDBG program funds to fund its FY 2012 community development program. The County does not project having program income available.

The County expects to receive ongoing Section 8 Rental Assistance Funding from HUD to continue to provide 835 vouchers to low income renters in Passaic County, outside of the entitlement cities.

Passaic County administers the Continuum of Care (COC) program serving all homeless persons in the County. The COC expects to apply for funding under the 2012 COC program later this summer

The County is not aware of any Low-Income Housing Tax Credit projects to be undertaken. However, should the occasion arise, the County would support such application with a Certification of Consistency.

6. Explain how federal funds will leverage resources from private and non-federal public sources, including how matching requirements of HUD programs 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. In addition, the total project costs will require that some of the municipalities bond for the remainder of the funds needed to complete the project budget.

**ANNUAL OBJECTIVES 91.220(C)(3)**

*\*If not using the CPMP Tool: Complete and submit Table 3A.*

*\*If using the CPMP Tool: Complete and submit the Summary of Specific Annual Objectives Worksheets or Summaries.xls*

**Goals and objectives to be carried out during the action plan period are indicated by placing a check in the following boxes.**

<input type="checkbox"/>	<b>Objective Category Decent Housing</b> Which includes:	<input checked="" type="checkbox"/>	<b>Objective Category: Suitable Living Environment</b> Which includes:	<input type="checkbox"/>	<b>Objective Category: Expanded Economic Opportunities</b> Which includes:
<input type="checkbox"/>	assisting homeless persons obtain affordable housing	<input checked="" type="checkbox"/>	improving the safety and livability of neighborhoods	<input type="checkbox"/>	job creation and retention
<input type="checkbox"/>	assisting persons at risk of becoming homeless	<input type="checkbox"/>	eliminating blighting influences and the deterioration of property and facilities	<input type="checkbox"/>	establishment, stabilization and expansion of small business (including micro-businesses)
<input type="checkbox"/>	retaining the affordable housing stock	<input checked="" type="checkbox"/>	increasing the access to quality public and private facilities	<input type="checkbox"/>	the provision of public services concerned with employment
<input type="checkbox"/>	increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability	<input type="checkbox"/>	reducing the isolation of income groups within areas through spatial deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods	<input type="checkbox"/>	the provision of jobs to low-income persons living in areas affected by those programs and activities under programs covered by the plan
<input type="checkbox"/>	increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/ADOS) to live in dignity and independence	<input type="checkbox"/>	restoring and preserving properties of special historic, architectural, or aesthetic value	<input type="checkbox"/>	availability of mortgage financing for low income persons at reasonable rates using non-discriminatory lending practices
<input type="checkbox"/>	providing affordable housing that is accessible to job opportunities	<input type="checkbox"/>	conserving energy resources and use of renewable energy sources	<input type="checkbox"/>	access to capital and credit for development activities that promote the long-term economic social viability of the community



7. Provide a summary of specific objectives that will be addressed during the program year.

The ability to clearly demonstrate program results at a national level is having serious consequences on program budgets. In response, HUD has developed an outcomes performance measurement system to collect information on outcomes of activities and to aggregate that information at the local and national level.

The outcomes that HUD is tracking include:

- **Availability/accessibility**  
Availability is related to making services, infrastructure, housing, or shelter available or accessible to individual residents/beneficiaries.
- **Affordability**  
Affordability may include the creation or maintenance of affordable housing, basic infrastructure hook-ups or services such as transportation or day care.
- **Sustainability: Promoting livable or viable communities**  
Sustainability is specifically tied to activities that are meant to ensure that a particular geographic area as a whole (neighborhood, downtown, etc) remains viable. It is targeted at supporting a specific physical location.

Each outcome is paired with an objective:

- **Create a suitable living environment**  
This objective relates to activities that are intended to address a wide range of issues faced by LMI persons from physical problems with their environment such as poor quality infrastructure to social issues such as crime prevention, literacy or elderly health services.
- **Provide decent affordable housing**  
This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort since they would be more appropriately reported under suitable living environment.
- **Create economic opportunities**  
This objective applies to the types of activities related to economic development, commercial revitalization or job creation.

The objectives, outcomes, and output indicators will be combined to produce outcome narratives that will be comprehensive and will demonstrate the benefits that result from the expenditure of these federal funds.

**HUD Specific Objectives Matrix**

	<b>Availability/ Accessibility</b>	<b>Affordability</b>	<b>Sustainability</b>
<b>Decent Housing</b>	DH-1	DH-2	DH-3
<b>Suitable Living Environment</b>	SL-1	SL-2	SL-3
<b>Economic Opportunity</b>	EO-1	EO-2	EO-3

**Table 2C Summary of Specific Objectives**

**Grantee Name: Passaic County, New Jersey**

		<b>Funding</b>	<b>Program Year</b>	<b>Type of accomplishment</b>	<b>Planned annual/total</b>	<b>Actual</b>	<b>% completed</b>
<b>Affordability of Decent Housing (DH-2)</b>							
<b>D H2 .1</b>	Improve housing conditions in county - homeowner	CDBG	2008	Addressing code deficient homes	20	15	%
			2009				75%
			2010				100%
			2011				%
			2012				%
<u>MULTI-YEAR GOAL</u>				25 units	20 units	%	
<b>D H2. 2</b>	Improve housing conditions in county – renter	CDBG	2008	Addressing code deficient homes			%
			2009				%
			2010				%
			2011				%
			2012				%
<u>MULTI-YEAR GOAL</u>				20 units			
<b>Availability/Accessibility of Suitable Living Environment (SL-1)</b>							
<b>SL 1. 1</b>	Improve quality / quantity of public improvements • Curb ramps • ADA improvements • buildings	CDBG	2008	Public facilities	100	0	0%
			2009				100%
			2010				100%
			2011				%
			2012				%
<u>MULTI-YEAR GOAL</u>				332 pf	230	%	
	Improve quality / quantity of public improvements • Public service	CDBG	2008	People	20	0	0%
			2009				100%
			2010				189%
			2011				%
			2012				%
<u>MULTI-YEAR GOAL</u>				306 People	189		
<b>Sustainability of Suitable Living Environment (SL-3)</b>							
<b>SL 3. 1</b>	Improve quality / quantity of neighborhood facilities • infrastructure	CDBG	2008	Public facilities	4	1	25%
			2009				15%
			2010				12%
			2011				%
			2012				%
<u>MULTI-YEAR GOAL</u>				31 pf	3	%	
<b>Sustainability of Economic Opportunity (EO-3)</b>							
<b>E O 3. 1</b>	Improve access to business support for microenterprise	CDBG	2008	People	20		0%
			2009				%
			2010				%
			2011				%
			2012				%
<u>MULTI-YEAR GOAL</u>				50		%	

**DESCRIPTION OF ACTIVITIES 91.220(D) AND (E)**

*\*If not using the CPMP Tool: Complete and submit Table 3C*

*\*If using the CPMP Tool: Complete and submit the Projects Worksheets and the Summaries Table.*

8. Provide a summary of the eligible programs or activities that will take place during the program year to address the priority needs and specific objectives identified in the strategic plan, the number and type of families that will benefit from the proposed activities, proposed accomplishments, and target date for the completion of the activity.

The following table provides a summary of the activities to be undertaken, the priority it achieves, and the amount of funding by funding source.

**FY 2012 Activities**

<b>Name of Applicant</b>	<b>Project Name</b>	<b>CDBG Eligible Activity</b>	<b>Recommendation</b>	<b>Project Description</b>
Borough of Hawthorne	Repaving of Ethel Avenue	Public Facilities: Streets, Curbs, sidewalks	\$ <b>74,091</b>	Milling and paving of Ethel Avenue from Van Winkle Avenue to the northern terminus where it dead-ends at Route 208, along with the replacement of curbs, as needed, the installation of dropped curbs and handicapped ramps at all intersections.
Borough of Haledon	Fire House #1 Exhaust Extraction Installation	Public Facilities: Fire Stations	\$ <b>24,688</b>	Installation of exhaust extraction system at Fire Company No. 1, 21 Pompton Road.
Borough of North Haledon	Community Center at the former American Legion Post No. 428- ADA Accessibility Project II 512 High Mountain Road	Public Facilities: Community Centers, Senior Centers	\$ <b>75,000</b>	<u>Phase II:</u> Interior modifications to the front entry, vestibule and partition walls to establish an ADA compliant door opening. Installation of an ADA compliant actuator for the front and rear doors. The exterior sidewalk will be modified to allow for ADA compliant ingress and egress. The parking lot will be modified to allow for ADA compliant parking stalls.
Borough of Prospect Park	Hofstra Park Roadway Rehabilitation at Stuyk Avenue Extension Park Entrance	Public Facilities:	\$ <b>95,000</b>	Rehabilitate and channel water run-off along a severely deteriorated roadway entering into, and partially through, Hofstra Park. The roadway is the only access into the park. Roadway milling, paving, concrete curbs.
Borough of Totowa	Totowa Borough Sewer Lining Project - <b>Phase II</b>	Public Facilities: Storm and Sanitary Sewers	\$ <b>50,000</b>	Project includes: line additional sections of the existing sanitary sewer main within Williams Place, between Lincoln Avenue and Totowa Road, and to rehabilitate existing sanitary sewer manholes within Elizabeth Place. Installation of cured-in-place pipe liner and sealing of manholes along the length of sanitary sewer main. Work will also include sealing of sanitary sewer lateral connections at the main.

## PASSAIC COUNTY

### FY 2012 Activities (continued)

Name of Applicant	Project Name	CDBG Eligible Activity	Recommendation	Project Description
Borough of Wanaque	Jefferson Street Sanitary Sewer Replacement	Public Facilities, Storm and Sanitary Sewers	\$ 100,000	Replace existing sanitary sewer lines which are located in residents back yards, and are made of clay, and which are disintegrating. Place new lines in the street.
Township of West Milford	First, Second, and Third Avenue Road Improvements	Public Facilities: Streets, Storm Sewers	\$ 183,581	0.95 miles Road and Storm Drainage Construction: Survey, design and implement a storm drainage system and paved roadway network. .
Strengthen Our Sisters	Strengthen Our Sisters Kitchen Renovation	Public Service agency providing services for Homeless People	\$ 30,000	Remove old cabinets, plumbing, flooring and kitchen equipment. Install new cabinets, plumbing, six burner stove, flooring and other kitchen equipment.
NewBridge Services	NewBridge Services Operation SAIL	Public Services for Senior Citizens	\$ 12,000	Provide 455 hours of outreach, assessment and case management services to 35 frail, home-bound seniors ages 60 years of age and older annually which have low to moderate incomes and who live in the 6 municipalities indicated.
	<b>Sub-Total</b>		\$ 644,360	
Passaic County	ADMINISTRATION (20%)		\$ 161,090	
	<b>FY2012 Grant</b>		\$ 805,450	

**GEOGRAPHIC DISTRIBUTION/ALLOCATION PRIORITIES 91.220(D) AND (F)**

9. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.

As such assistance is not directed to any specific geographic area. The 2011 Consolidated Action Plan maps show the location of the site-specific activities. These maps follow the project activity sheets included in the appendix.

The areas of Passaic County that have a concentration of Non-White and Latino populations are very limited. Only Census Block Groups in Haledon and Prospect Park have higher concentrations of Non-White and Latino households. Both communities will receive funding for projects in 2012.

The remaining area benefit projects in FY2012 will take place in areas of low and moderate income concentration throughout the County.

All the CDBG funding (100%) will benefit LMI clientele and areas throughout the County.

10. Describe the reasons for the allocation priorities, the rationale for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) during the next year, and identify 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 and whether the FY2011 request was related to prior funded projects. The ability of the community to complete projects in a timely manner was given a high priority.

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

Obstacles identified in the Five Year Plan included:

- Increasing costs to complete projects;
- Fragmented approach to local planning and lack of coordination in addressing infrastructure needs; and
- Limited inter-municipality communication in addressing public facility needs.

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## **PASSAIC COUNTY**

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In the Five Year CP, obstacles such as lack of funding, NIMBYism, lack of affordable housing, and escalating costs to provide housing were cited as obstacles to providing affordable housing. Through the allocation of funds in this CP, housing activities have not been undertaken. However, the County will continue to provide resources to assist homeless and low-income persons obtain housing.

The County Housing Authority 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 H.O.P.E. in Passaic County, the County's plan to end chronic homelessness.



## ANNUAL AFFORDABLE HOUSING GOALS 91.220(G)

*\*If not using the CPMP Tool: Complete and submit Table 3B Annual Housing Completion Goals.*

*\*If using the CPMP Tool: Complete and submit the Table 3B Annual Housing Completion Goals.*

11. Describe the one-year goals for the number of homeless, non-homeless, and special-needs households to be provided affordable housing using funds made available to the jurisdiction and one-year goals for the number of households to be provided affordable housing through activities that provide rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units using funds made available to the jurisdiction. The term affordable housing shall be defined in 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership.

Due to the limited funding Passaic County received through the CDBG Program, the type of housing activities that can be undertaken is limited.

Passaic County offers Weatherization Program services through the Department of Planning.

The Passaic County Housing Authority provides HUD Section 8 rent subsidies and plans to develop low-income senior housing within the next two years.

**Table 3B / ANNUAL AFFORDABLE HOUSING COMPLETION GOALS**

Grantee Name: Passaic County Program Year: 2012	Expected Annual Number of Units To Be Completed	Resources used during the period			
		CDBG	HOME	ESG	HOPWA
<b>BENEFICIARY GOALS</b> (Sec. 215 Only)					
Homeless households		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-homeless households		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special needs households		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Sec. 215 Beneficiaries*</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RENTAL GOALS</b> (Sec. 215 Only)					
Acquisition of existing units		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Rental</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HOME OWNER GOALS</b> (Sec. 215 Only)					
Acquisition of existing units		<input type="checkbox"/>	<input type="checkbox"/>		
Production of new units		<input type="checkbox"/>	<input type="checkbox"/>		
Rehabilitation of existing units		<input type="checkbox"/>	<input type="checkbox"/>		
Homebuyer Assistance		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Owner</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PASSAIC COUNTY**

COMBINED RENTAL AND OWNER GOALS (Sec. 215 Only)					
Acquisition of existing units		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Homebuyer Assistance		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Combined Total Sec. 215 Goals*</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL HOUSING GOALS (Sec. 215 + Other Affordable Housing)					
Annual Rental Housing Goal		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Overall Housing Goal</b>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* The total amounts for "Combined Total Sec. 215 Goals" and "Total Sec. 215 Beneficiary Goals" should be the same number.

**PUBLIC HOUSING 91.220(H)**

12. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.

There is no public housing located in Passaic County outside of entitlement cities. The Passaic County Housing Authority only administers a Section 8 program. The Housing Authority has plans to develop a senior housing project in the near future.

13. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

**Not applicable** – The Passaic County Housing Authority has not been designated as “troubled.”

**HOMELESS AND SPECIAL NEEDS 91.220(I)**

14. Describe, briefly, the jurisdiction's plan for the investment and use of available resources and describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness.

Passaic County was the first county in New Jersey to establish a Homeless Trust Fund. The resolution was unanimously approved by the Board of Chosen Freeholders on November 10, 2009. Funds will be available in 2012 for projects that assist the homeless.

The Passaic Continuum of Care has developed a Plan to End Chronic Homelessness that the County has endorsed. The County will utilize resources to the extent feasible in support of this Plan. The focus of the Ten Year Plan is the chronic homeless population. Appropriate discharge planning, an improved safety net, a single point of entry to the system and adequate permanent supportive housing are the means to address chronic homelessness.

H.O.P.E. in Passaic County, the Plan to End Homelessness, identifies the following strategies for chronic homelessness: Some system and policy changes need to be addressed to affect the larger landscape of the County. It was also decided that 600 units of permanent, affordable and supportive housing need to be created in order to end chronic homelessness and that steps would need to be taken to address the safety net that is in place in order to prevent homelessness and shorten the length of time that individuals spend homeless. Finally, actions will be taken to implement the plan and ensure its continued relevance.

The COC plans to increase the number of permanent supportive housing beds for chronic homeless by 23 through the 2011 COC Funding round. \$1.4 million was awarded for new housing in Passaic County. In addition, the COC plans to:

- Make homes available as rapidly as possible for those with high and moderate service needs
- Prioritize housing vouchers for people with high and moderate barriers
- Ensure an inventory of safe, affordable apartments in the rental market
- Rehabilitate existing buildings to create rental homels
- Include a percentage of homes for formerly homeless tenants in affordable housing in all our municipalities.

The County will make application for McKinney funding under the Supportive housing and Shelter Plus Care programs in 2012. At this time, projects have not yet been selected. The policy has been to only consider projects that provide permanent, affordable, and supportive housing for the chronically homeless.

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## PASSAIC COUNTY

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In prior years, Passaic County received McKinney funds to create permanent supportive housing which are expected to be available in 2012:

- Homeless women – 8 beds - St. Paul's CDC
- Homeless women and men – 11 beds - NJCDC
- Homeless families – 9 units, 18 beds - Department of Human Services
- Homeless families and individuals – 32 beds in 13 units for families and 10 beds for individuals – Department of Human Services

CDBG funds have been allocated to Strengthen Our Sisters to renovate the kitchen at one facility in West Milford that houses 44 homeless people.

Discharge planning is an on-going process. The COC is working with the New Jersey Policy Academy to develop a state-wide discharge plan for youth. All the hospitals in Passaic County have discharge protocols. The hospitals work with the Board of Social Services to place homeless patients at the time of discharge. Persons discharged from state mental health institutions must have a discharge plan that provides stable and appropriate housing. Discharge from the correctional institution in Passaic County is the subject of study in 2012. Dr. Devine Pryor of the NuLeadership Policy Group at Medgar Evers College will work with the COC to refine the corrections protocols.

15. Describe specific action steps to address the needs of persons that are not homeless identified in accordance with 91.215(e).

CDBG funds will be used to support activities that target elderly and disabled residents of the County, particularly the more rural northern part of the County. Catholic Social Services and NewBridge provide services that allow the elderly and persons with disabilities to age-in-place and prevent nursing home placement. Passaic County will continue to provide support for the elderly and disabled, particularly with assistance that allows them to continue living independently.

As described in the Five Year Plan, Affordable Housing Strategy, Passaic County will rely on local developers to create new affordable housing units via rehabilitation or new construction.

16. Homelessness Prevention—Describe planned action steps for reducing ending homelessness that help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to be discharged from publicly funded institution and systems of care or those receiving assistance from public or private agencies that address housing, health, social service, employment, education or youth needs.

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 ‘minimum standard’ discharge policy to be adopted county-wide.
- Create affiliation agreements between various discharging agencies and shelters.
- Improve discharge planning policy for prisons and jails.
- Improve discharge planning for youth aging out of the DYFS system.

The 2011 COC application to HUD indicated that the County, through its centralized intake and relationship with over 50 providers, will continue to combat homelessness. The COC outreach plan includes the following:

1. Targeted referrals and coordinated service provision through the county’s centralized intake
2. Utilizing partnership with eviction courts
3. Outreach and program advertisement with COC And CEAS members and community meetings and events including Project Homeless Connect.

Further, partnerships with the school homeless liaisons will be strengthened through coordinated training sessions with providers.

17. Describe specific activities the jurisdiction plans to undertake to address the housing and supportive service needs of persons who are not homeless (elderly, frail elderly, persons with disabilities, persons with HIV/AIDS, persons with alcohol or other substance abuse problems).

The County does not intend to use CDBG funds to undertake housing activities for special needs persons. However, FY 2012 CDBG funding to NewBridge Services will provide support to the frail and elderly. Further, Passaic County has a wide range of programs that address the needs of elderly and frail elderly, persons with disabilities, persons with HIV/AIDS and persons with alcohol and other substance abuse problems. The Passaic County Department of Human Services provides planning and funding for an array of services, including emergency assistance for those threatened with homelessness.

The Department of Senior, Disability and Veterans' Affairs provides services to seniors including transportation and assisted transportation, housecleaning, certified home health aides, telephone contacts, both social and medical adult day care programs and legal services. Activities for seniors include educational activities, social events, health fairs, and trips. The Division of Disability Services provides information and assistance, advocacy, legal assistance, employment services and home based services to disabled residents in Passaic County.

Funding for persons with HIV/AIDS is coordinated through a regional provider, the City of Paterson, and distributed to local service providers.



**BARRIERS TO AFFORDABLE HOUSING 91.220(J)**

18. Describe the actions that will take place during the next year to remove barriers to affordable housing.

In the Five Year Plan, barriers were identified that may impede the ability of lower-income households to become home owners, for the County to provide adequate funding for housing rehabilitation, and for the development of new rental housing.

Barriers to home ownership were identified as:

- Difficulty saving for down payments and closing costs in combination with rental obligations and other economic factors.
- Many homes affordable to lower-income households require minor to major repairs to make them habitable. The repairs generally need to be funded at the time of purchase, adding to the expense of first time home ownership.
- Poor or unacceptable credit histories of applicants, poor records of employment among applicants, and lack of adequate budget and credit counseling for prospective homebuyers to assist them in maintaining their home ownership status.

Barriers to housing rehabilitation were identified as:

- Demand of rehabilitation funding greatly exceeds the available financial resources.
- Cost for lead-based paint treatment increases the total cost of rehabilitation per unit, which decreases the number of housing units that are rehabilitated on an annual basis.

Barriers to developing new affordable housing were identified as:

- Increasing land costs, particularly in the more developed portions of the County that are convenient to transportation, infrastructure, and services.
- Brownfield sites may be contaminated with chemicals, heavy metals, and groundwater contamination.
- Demand for funding greatly exceeds the available financial resources.
- Institutional barriers were identified as overlapping and regulated land use, particularly in the Highlands Area, a designated preservation area.
- High real estate taxes reduce the affordability of housing.

To overcome the obstacles of the affordable housing, each municipality in the County has or will be developing its COAH plan to provide assistance to lower-income homebuyers, home owners, or developers to meet its fair share housing goals. Due to

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## **PASSAIC COUNTY**

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limited CDBG resources, Passaic County does not anticipate using CDBG funds to support home ownership or housing rehabilitation programs.

Further, to address institutional impediments, steps are being taken by various governmental agencies, including the Passaic County Planning Department and support staff, the New Jersey Department of Environmental Protection and Energy, the Land Use Regulatory Element (LURE), etc., to minimize, if not eliminate, the problems caused by jurisdictional overlaps of various governmental agencies. Environmental issues that are being addressed focus on construction techniques used to develop in the Highlands area, and the high cost of redevelopment of Brownfield sites contaminated with chemicals, heavy metals, and groundwater contamination.

**OTHER ACTIONS 91.220(K)**

19. Describe the actions that will take place during the next year to address obstacles to meeting underserved needs, foster and maintain affordable housing, evaluate and reduce the number of housing units containing lead-based paint hazards, reduce the number of poverty-level families, develop institutional structure, enhance coordination between public and private agencies (see 91.215(a), (b), (i), (j), (k), and (l)).

***Address obstacles to meeting underserved needs, foster and maintain affordable housing***

Passaic County will use its entitlement funds to provide assistance with activities that meet the underserved needs of the communities participating in the program.

Non-housing community development needs will be addressed through CDBG funding resources. Obstacles identified in the Five Year Plan included:

- Increasing costs to complete projects,
- Fragmented approached to local planning and lack of coordination in addressing infrastructure needs, and
- Limited inter-municipal communication in addressing public facility needs.

In the Five Year CP, obstacles such as lack of funding, NIMBYism, lack of affordable housing, and escalating costs to provide housing were cited as obstacles to providing affordable housing. Through the allocation of funds in this CP, housing activities have not been undertaken. However, the County will continue to provide resources to assist homeless and low-income persons obtain housing.

The County Housing Authority 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 H.O.P.E. in Passaic County, the County's plan to end chronic homelessness.

During FY2012, the County will continue to provide a certificate of consistency for agencies seeking funding under federal programs that enhance the opportunity to meet the goals described in the Five Year Plan.

***Evaluate and reduce the number of housing units containing lead-based paint hazards***

The County is a participant in the New Jersey Health Department Lead Abatement Initiative. When children are identified with an elevated blood lead level, the County provides oversight to ensure that the lead-based paint problem is addressed. However, the State no longer makes funds available to property owners for lead paint remediation.

The new EPA guideline for renovation, paint and repair, effective April 22, 2010, require 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 EPA to do work in older homes that disturbs painted surfaces. Local building code offices will be made aware of these requirements

***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. The CDBG program provides the potential of generating jobs that may be filled by Section 3 residents or hire Section 3 business.

***Develop institutional structure***

The County Planning Department 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.

***Enhance coordination between public and private 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 Interagency Council on Homelessness is comprised of providers to the homeless and prepares the McKinney application for funding from HUD.

20. Describe the actions to coordinate its housing strategy with local and regional transportation planning strategies to ensure to the extent practicable that residents of affordable housing have access to public transportation.

Passaic County has long been involved in land use planning that integrates housing and transportation. The County promoted the development of transit oriented development and walkable neighborhoods. The County is current updating the Transportation Element of its Master Plan and priority will be given to County-funded projects that meet the coals of the Transportation Element.

The County is not intending to use CDBG funds in support of housing development.

## PROGRAM SPECIFIC REQUIREMENTS

### **CDBG 91.220(L)(1)**

1. Identify program income expected to be received during the program year, including:
  - Amount expected to be generated by and deposited to revolving loan funds
  - Amount expected to be received from each new float-funded activity included in this plan
  - Amount expected to be received during the current program year from a float-funded activity described in a prior statement or plan.
2. Program income received in the preceding program year that has not been included in a statement or plan
3. Proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in its strategic plan.
4. Surplus funds from any urban renewal settlement for community development and housing activities.
5. Any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.
6. Income from float-funded activities.
7. Urgent need activities, only if the jurisdiction certifies.
8. Estimate the amount of CDBG funds that will be used for activities that benefit persons of low and moderate income.

1. The County does not anticipate receiving program income in FY2012.
2. The County does not have any program income from FY2011.
3. The County has not applied for a Section 8 loan and as such does not have any loan obligations.
4. There are no surplus urban renewal funds.
5. The County does not have any funds that have been returned to the line of credit.
6. There will be no float funded activities or income from float funded activities.
7. There are no Urgent Need activities anticipated in 2012.
8. For FY2012, 100% of funds are being allocated for activities that benefit low- and moderate-income persons.

**HOME 91.220(L)(1)**

1. Describe other forms of investment. (See Section 92.205)  
If grantee (PJ) plans to use HOME funds for homebuyers, did they state the guidelines of resale or recapture, as required in 92.254.
2. If grantee (PJ) plans to use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds, state its refinancing guidelines required under 24 CFR 92.206(b).
3. Resale Provisions -- For homeownership activities, describe its resale or recapture guidelines that ensure the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4).
4. HOME Tenant-Based Rental Assistance -- Describe the local market conditions that led to the use of a HOME funds for tenant based rental assistance program.

If the tenant based rental assistance program is targeted to or provides a preference for a special needs group, that group must be identified in the Consolidated Plan as having an unmet need and show the preference is needed to narrow the gap in benefits and services received by this population.

5. If a participating jurisdiction intends to use forms of investment other than those described in 24 CFR 92.205(b), describe these forms of investment.
6. Describe the policy and procedures it will follow to affirmatively market housing containing five or more HOME-assisted units.
7. Describe actions taken to establish and oversee a minority outreach program within its jurisdiction to ensure inclusion, to the maximum extent possible, of minority and women, and entities owned by minorities and women, including without limitation, real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking firms, underwriters, accountants, and providers of legal services, in all contracts, entered into by the participating jurisdiction with such persons or entities, public and private, in order to facilitate the activities of the participating jurisdiction to provide affordable housing under the HOME program or any other Federal housing law applicable to such jurisdiction.
8. If a jurisdiction intends to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds, state its financing guidelines required under 24 CFR 92.206(b).

**Not applicable** – Passaic County is not a HOME recipient.

**HOPWA 91.220(L)(3)**

1. One-year goals for the number of households to be provided housing through the use of HOPWA activities for: short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family, tenant-based rental assistance, units provided in housing facilities that are being developed, leased, or operated.

**Not applicable** – Passaic County is not a HOPWA recipient.



## **MONITORING**

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

The Passaic County Planning Department will monitor activities carried out to further the Consolidated Plan to ensure long-term compliance with program requirements. The objectives of the monitoring are to make sure that activities 1) comply with all regulations governing their administrative, financial, and programmatic operations; 2) achieve their performance objectives within schedule and budget; and 3) comply with the Consolidated Plan.

Internal controls have been designed to ensure adequate segregation of duties. The Passaic County Planning Department will prepare agreements for activities supported by CDBG and establishes accounts. Invoices will be monitored for compliance with the approved spending plan and federal regulations. The Passaic County Planning Department will administer Passaic County's Integrated Disbursement and Information System (IDIS). The Finance Department will now be responsible for approval of drawdowns. The Passaic County Planning Department is also primarily responsible for setting up and administering activities.

The Passaic County Planning Department will conduct on-site monitoring for all active CDBG assisted activities carried out by subrecipients at least annually.

The County will notify non-profit subrecipients by mail of the time and date for their scheduled monitoring visit. In addition, subrecipients will be notified of the program areas to be evaluated. The Passaic County Planning Department's notification will include a list of documentation to be made available and the key staff of the organization that need to be present during the monitoring visit. Notification will be provided approximately four weeks prior to the scheduled visit. The Finance Department will provide assistance with financial monitoring of non-profit subrecipients.

For all activities, the Passaic County Planning Department will conduct a full evaluation that includes all program areas. These reviews will involve an evaluation of eligibility, statutory objective compliance, accomplishments, timeliness and other federal requirements.

The Passaic County Planning Department will utilize a CDBG monitoring checklist when reviewing each project.

When conducting an on-site visit, the Passaic County Planning Department will:

- Conduct an entrance interview with key staff involved in conducting the activity.
- Review all pertinent subrecipient files, including any third party contractor files, for necessary documentation.
- Interview appropriate officials and employees of the subrecipient organization, third party contractor staff, program clientele, and interested citizens, to discuss the subrecipient's performance.
- Visit the project site(s) or a sampling of the projects being conducted.
- Discuss with the subrecipient any discrepancies resulting from the review of files, interviews, and site visits.
- Conduct an exit interview with the appropriate officials and/or staff of the subrecipient organization to discuss the findings of the monitoring visit.

## OTHER NARRATIVES AND ATTACHMENTS

Include any action plan information that was not covered by a narrative in any other section. If optional tables are not used, provide comparable information that is required by consolidated plan regulations.

During the application process for FY2012 funds, municipalities were asked to provide information on their actions to remove barriers to affordable housing and expand housing choice consistent with the County's certification of affirmatively furthering fair housing. The questionnaire is found in the Appendix with the application for FY2012 funds.

The results of this questionnaire provide evidence that many communities do not have policies that are consistent with Fair Housing law. The County held a zoning workshop for municipal planners and planning commission members to present fair housing law and will continue to work with municipalities to amend ordinances over the next few years.

Appendix A

Evidence of Citizen Participation

Public Notice and Sample Public Hearing Invitation

3227400  
PASSAIC COUNTY ECONOMIC DEVELC  
930 RIVERVIEW DRIVE STE 250  
ATTN: DEBORAH HOFFMAN  
TOTOWA, NJ 07512

**HERALD NEWS**

STATE OF NEW JERSEY  
COUNTY OF PASSAIC SS:

*Judy Shoran*

Of full age, being duly sworn according to law, on his/her oath says that he/she is employed at North Jersey Media Group Inc., publisher of Herald News. Annexed hereto is a true copy of the notice that was published on the following date(s):

\_\_\_\_\_  
\_\_\_\_\_  
*1.24.2012*  
\_\_\_\_\_

**NOTICE OF PUBLIC HEARING  
PASSAIC COUNTY**

Notice is hereby given that Passaic County, in accordance with the proposed Citizen Participation Plan, will hold a public hearing on February 9, 2012. The hearing will be held at 1:00 p.m. in the Passaic County Department of Planning, Suite 250, 930 Riverview Drive, Totowa, NJ. The purpose of the hearing is to obtain the views and comments of individuals and organizations concerning the County's housing and community development needs and understand the process for applying for funds for FY 2012.

Municipalities or Agencies wishing to request funding must do so in writing by 4:00 p.m. March 16, 2012. The County intends to submit its application for F.Y. 2012 funds to HUD on or about July 13, 2012. The County anticipates that it's F.Y. 2012 Community Development Block Grant (CDBG) Program allocation will be \$ 805,828, but allocation figures are not yet known. Funds may be allocated to projects in the twelve participating communities of the County: Bloomingdale, Haledon, Hawthorne, Little Falls, North Haledon, Pompton Lakes, Prospect Park, Ringwood, Totowa, Wanaque, West Milford and Woodland Park and to eligible non-profit agencies.

All interested individuals and organizations are invited to attend this hearing and offer their views and comments on the housing and community development needs of the County. Individuals who are non-English speaking or disabled and require the information in an alternate format or who require special accommodations at the public hearing, may contact the Department of Economic Development at 973-569-4720 (TTY Users: NJ Telecommunications Relay 7-1-1).

Herald News-3227400  
Fee: \$21.13  
January 24, 2012

in Herald News, a newspaper of general circulation and published in Woodland Park, in the county of Passaic and circulated in Bergen, Passaic and Essex Counties. Said newspaper is published seven days a week.

Subscribed and sworn before me this *25* day of January 2012 at Woodland Park, NJ

*S.T. Shorland*  
A Notary Public of New Jersey

SONJA THORSLAND  
NOTARY PUBLIC  
STATE OF NEW JERSEY  
My Commission Expires May 5, 2012

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By Order of

The Passaic County Board of Chosen Freeholders

***PROOF NEEDED***

Public Hearing Sign-in Sheet and Minutes







## Summary of Citizen Comments

**Appendix B**

Evidence of Agency Consultation



# **Invitation to Apply for a Fiscal Year 2012 Passaic County Community Development Block Grant as funded by the US Department of Housing and Urban Development**

January 12, 2012

You are invited to submit an application to the County of Passaic for Community Development Block Grant (CDBG) funding for F.Y. 2012. The application is due by **March 16, 2012, 4:00 PM** to the Passaic County Department of Economic Development to be eligible for funding consideration. There can be no exceptions to this deadline.

The County anticipates receiving approximately **\$900,000** from the Fiscal Year 2012 US Department of Housing and Urban Development (HUD) CDBG Program. Of the total grant award, approximately **\$720,000** will be allocated to projects in the twelve (12) participating communities of the County (Bloomingdale, Haledon, Hawthorne, Little Falls, North Haledon, Pompton Lakes, Prospect Park, Ringwood, Totowa, Wanaque, West Milford and Woodland Park) and to eligible non-profit agencies. The remaining allocation will be utilized for administration expenses. No more than 15% of the County grant may be used for public service activities. In making decisions for funding this year, Passaic County will consider factors such as the eligibility and national objective to assist low- and moderate-income individuals for each project, whether the project provides substantial community benefits and the readiness for implementation of the project. Matching funds are not required but the grant recipient must be willing to pay for design/engineering fees, if applicable.

Enclosed is an application and general list of eligible activities. If you have any questions about eligibility for your activity, please contact Deborah Hoffman at 973-569-4720. Please note, the application requires an approval by the governing body (municipal or non-profit) and must be signed by an authorized representative of the applicant.

**A public hearing and workshop to discuss the grant and the FY 2012 Community Development Block Grant application will be held on February 9, 2012, 1:00 PM – 2:30 PM, 930 Riverview Drive, Totowa, NJ, 07512, Suite 250.**

During this presentation, important information on appropriate and eligible projects that can receive CDBG funding, and US HUD rules and regulations governing the program will be presented. Attendance by your municipal engineer is strongly recommended.

**County of Passaic ❖ Department of Economic Development ❖ 930 Riverview Drive, Totowa, New Jersey 07512, Suite 250 ❖ Telephone: 973-569-4720 ❖ Facsimile: 973-569-4725 ❖ e-mail: [ecodev@passaiccountynj.org](mailto:ecodev@passaiccountynj.org) ❖ [www.passaiccountynj.org](http://www.passaiccountynj.org)**

**Projects must serve lower income residents. A map depicting the low-moderate income areas in each of the 12 participating municipalities is provided. However, it is possible that these areas will change when HUD releases the results of the 2010 census in combination with the 2009 American Survey Data. If projects submitted become ineligible when new information is released, communities will have an opportunity to revise their submissions.**

Projects serving an area smaller than a Block Group may be qualified by means of an income survey for those families who will benefit from each project. **For surveys, fifty-one percent (51%) of the persons living in the service area must be considered low/moderate income.** Surveys must be undertaken by responsible individuals from the community. Please contact us prior to undertaking a survey, as US HUD must approve the process. Handicap barrier removal projects do not require surveys.

If more than one project is proposed, a separate form must be utilized for each project. If more than one application is submitted, projects must be **numbered by priority** by the municipality at the time of submission.

Please note that Federal wage rates (Davis-Bacon Act) apply to all construction or renovation projects under this program and that **the municipality is responsible for all engineering costs.** Renovation or construction of buildings used for the general conduct of government, (borough halls or township buildings or garages), **except for handicap accessibility** in compliance with ADA requirements, is **NOT** an eligible activity.

**The application must include a complete project description, with a cost estimate prepared by an individual knowledgeable in the preparation of such estimates, using Federal construction requirements, including, but not limited to, Federal wage rates.**

**Passaic County takes fair housing responsibilities very seriously. In light of the recent court settlement in Westchester County, New York, we must consider the impact of community actions on fair housing in the allocation of funds. Therefore, municipal applicants must complete the attached fair housing survey, and include it in their Passaic County CDBG application. Please highlight any changes since the submission of the 2011 response.**

Thank you for considering the submission of an application to the Passaic County Community Development Block Grant Program. We are looking forward to working with you to ensure a successful fifth year of grant applications.

Please do not hesitate to contact our office with any questions concerning the enclosed grant application.

Sincerely,

Deborah Hoffman  
Director  
Department of Economic Development



**PASSAIC COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
APPLICATION  
2012**

**APPLICATIONS MUST BE RETURNED TO THE  
DEPARTMENT OF ECONOMIC DEVELOPMENT  
BY MARCH 16, 2012, 4:00 PM  
930 RIVERVIEW DRIVE, SUITE 250  
TOTOWA, NJ 07512**

**PROJECT SELECTION CRITERIA**

- Completeness of application
- Detailed project description
- Project eligibility
- Meets a national objective justification (i.e., low/mod benefit rationale)
- Project can be completed within a reasonable time frame
- Provides substantial community benefit
- Municipality has completed Engineering or will complete Engineering  
(Note: Engineering services will not be paid for from grant funds)

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

1.	Prepare your FY 2012 CDBG application in a clear, comprehensive and concise manner. Remember to <b><u>complete all sections</u></b> and provide sufficient documentation to ensure fair consideration of your application. <b><u>If possible, please provide a complete electronic version of your application upon submission.</u></b>
2.	When appropriate, provide Architect and/or Engineer's cost estimates. <b>No</b> application will be reviewed proposing construction activities without this information and will be cause for rejection of the application.
3.	When funds are requested for public services that include requests for funding for personnel, <b>provide personnel and job descriptions</b> with detailed salary and wage information.
4.	<b>All applicants must provide an <u>area map</u> noting the location of the project.</b> Please provide enough detail to describe your service area. Note streets names and other landmarks for ease of identification.
5.	<b>Please provide a photograph of the project site and surrounding buildings. (Photographs in an electronic/digital format are required along with print versions).</b> <b>If the building is historic, all work must be done in compliance with the US Secretary of the Interior's Standards. Please note if the project is located in an historic area.</b>
6.	<b><u>Project leveraging</u></b> is not required but is suggested. Please complete the <b><u>Budget Narrative Attachment</u></b> , using actual or prospective funding. A written agreement means you have funding approval. Without a written agreement, funding is considered tentative or prospective.
7.	Use the budget page from the application or an equivalent form. Please be advised that Passaic County CDBG Program funds <b>WILL NOT</b> pay for the following: <ul style="list-style-type: none"> <li>• Salaries of supervisory personnel – only the salaries of direct staff involved in the project are eligible</li> <li>• Overhead – office space, utilities, telephone, etc. will not be paid for unless dedicated <b>EXCLUSIVELY</b> to the use of the CDBG funded activity. There will be no pro-rating of such expenses.</li> <li>• Food – Unless essential to the client services such as nutrition and food preparation classes or a food bank, no food or entertainment may be purchased with CDBG funds.</li> <li>• For public service activities – Facility maintenance or repair is not eligible. Apply for public improvement funds if your building is in need of rehabilitation.</li> <li>• Work that is contracted for prior to the execution of the agreement with the County or that has not been competitively procured cannot be paid with CDBG funds. This includes construction as well as professional services. <b>All work paid for with CDBG funds must be competitively bid. We will provide the required federal bid documents to add to your bid package.</b></li> </ul>
8.	Please ensure that your application has been signed by the appropriate agency official. <b>Approval by your CITY COUNCIL OR BOARD OF DIRECTORS</b> is required for submission of the application. Please provide a copy of the resolution. A sample is included for your use or you may use your own.

All applications will be reviewed by the staff of the Department of Economic Development to determine eligibility. If additional information is required, you will be contacted by a representative of the department.

## APPLICANT INFORMATION AND PROJECT ABSTRACT

1.	Project Name:		
2.	Eligible CDBG Activity: <small>(See Exhibit A)</small>		
3.	CDBG Funding Year: FY 2012		
4.	Name of Applicant (Municipality or Non-profit):		
5.	Address:		
6.	Telephone:	7.	Facsimile:
8.	Federal Tax ID No.:	8a.	DUNS No.:
9.	Type of Organization:  <input type="checkbox"/> Municipality <input type="checkbox"/> Non-profit		
10.	Name of Principal Contact Person:		
11.	Title:	12.	Email address:
13.	Amount of CDBG funds requested: \$		
14.	Funds committed from other sources: \$		
15.	Total project cost (Line 13 + Line 14): \$		
16.	Location of proposed project: <small>(street address)</small>		

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

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Typed Name and Title

## PROJECT DESCRIPTION

Briefly describe the proposed project. The narrative should include: 1) the need or problem to be addressed, 2) the population to be served or the area to benefit, 3) the work to be performed, including the activities to be undertaken or the services to be provided, 4) the method of approach, and 5) the implementation schedule. **Attach additional sheets if necessary.**

**If the project involves rehabilitation of a building, please attach a photograph of the building and surrounding structures. (Photographs in an electronic/digital format are requested along with print versions).** Check here if the structure is historic  Year constructed \_\_\_\_\_

Check here if the project is located in a flood plain

## CDBG ELIGIBLE ACTIVITIES

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

**Public Facilities:**

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

**Public Services:**

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

**Other:**

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



## US HUD CDBG STATUTORY OBJECTIVE JUSTIFICATION \*

### Low Mod Benefit

- Area Benefit** – Describe how the proposed activity serves the residents in a primarily residential area and how you determined that the area is predominantly low- and moderate-income. **NOTE:** Public service activities **CANNOT** be qualified as an Area Benefit Activity. (Please reference the **Low-Moderate Income Area map** provided by Passaic County)
  
- Limited Clientele** – If the proposed activity is a public service and is limited to a specific group of people, at least 51% of whom are low- and moderate-income persons, indicate which of the three categories of limited clientele activities best describes the activity by placing a checkmark in the appropriate box.
- Presumed benefit** - place a checkmark in the box that describes the beneficiaries of the proposed service: (**NOTE: Handicap Barrier Removal Projects should check Presumed Benefit/Severely Disabled Adults below**).

  - Abused children
  - Elderly persons
  - Homeless persons
  - Persons living with AIDS
  - Battered spouses
  - Severely disabled adults (use census population report definition)
  - Illiterate adults
  - Migrant farm workers

- Family size and income** – check this box if you intend to utilize household income surveys to document the size and annual income of each person receiving the benefit. Note: at least 51% of the program beneficiaries must be persons whose family income does not exceed the limits summarized in **Exhibit C – National Objective Qualifiers**.
- Nature and location of activity** – check this box if the nature and location of the activity are such that it will be used predominantly by low- and moderate-income persons. For example, a day care center designed to serve residents of a public housing development. Attach an explanation of how the activity meets this objective.
- Housing** – check this box if you will use funds to benefit low – and moderate Income homeowners or renters. Each unit must be occupied by a low- and moderate income household.

### Prevention and/or Elimination of Slums and Blight

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

\*See Exhibit B – National Objectives for additional information.

## LINE ITEM BUDGET FORM – SERVICE PROJECTS

**Name of Applicant:**

**Project Name:**

**Instructions:** Please use the following format to present your proposed line item budget. In Column A, list the items for which you anticipate the need for CDBG funds. In Column B, provide the calculation explaining how you arrived at the estimated cost of the line item. In Column C, provide the projected request for CDBG funds. On the **Budget Narrative Attachment** provide a description of other funds and volunteer and donated services/resources to be used in the project.

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

# LINE ITEM BUDGET FORM – CONSTRUCTION/ACQUISITION PROJECTS

**Name of Applicant:**

**Project Name:**

**Instructions:** Please use the following format to present your proposed line item budget. In Column A, list the items for which you anticipate the need for CDBG funds. In Column B, provide the calculation explaining how you arrived at the estimated cost of the line item. In Column C, provide the projected request for CDBG funds. On the **Budget Narrative Attachment** provide a description of other funds and volunteer and donated services/resources to be used in the project.

A	B	C
Budget Item	Calculation	CDBG Request
<b>DETAIL SCOPE OF WORK AND COST ESTIMATE FOR EACH ITEM</b>		
<b>BUDGET TOTAL</b>		

## BUDGET NARRATIVE ATTACHMENT

1. Describe your plans to use other funds on this project. In this section, only describe funds that have been secured. Provide the source of funds, amounts, and how these funds will be used. Describe your use of donated goods and services. Estimate the value of these goods and services. (Note: Engineering costs must be paid for by the municipality or agency. All construction projects require an engineer to prepare bid specifications and documents required by federal funding).

2. Explain why you consider your program to be a local priority.

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

### **Project Administration**

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

### **Monitoring**

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

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

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

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

### **Financial Capacity**

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

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

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

- Articles of Incorporation / Bylaws
- Non-profit determinations (tax exempt letter from IRS and/or state)
- List of Board of Directors
- Organizational chart
- Resumes of chief program administrator and chief fiscal officer
- Financial statement and audit

**APPLICATION CHECKLIST  
PUBLIC FACILITIES PROJECTS**

	Yes	No	N/A
• <b>Application completed and certification signed</b>			
• <b>Project location map attached</b>			
• <b>Architect / Engineer cost estimates</b>			
• <b>Provide photographs of in print and electronic format, if applicable</b>			
• <b>Council/Board Resolution</b>			
• <b>Questionnaire for Removal of Regulatory Barriers to Fair and Affordable Housing (To be Completed by Municipal entities only)</b>			

## Questionnaire for Participating Municipalities: Removal of Regulatory Barriers to Fair and Affordable

Please complete the following survey and indicate if there are any changes since your FY 2011 survey.

<p>1. Does your jurisdiction's comprehensive plan include a "housing element? A local comprehensive plan means the adopted official statement of a legislative body of a local government that sets forth (in words, maps, illustrations, and/or tables) goals, policies, and guidelines intended to direct the present and future physical, social, and economic development that occurs within its planning jurisdiction and that includes a unified physical plan for the public development of land and water. If your jurisdiction does not have a local comprehensive plan with a "housing element," please enter no. If no, skip to question # 4.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>2. If your jurisdiction has a comprehensive plan with a housing element, does the plan provide estimates of current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate and middle income families, for at least the next five years?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>3. Does your zoning ordinance and map, development and subdivision regulations or other land use controls conform to the jurisdiction's comprehensive plan regarding housing needs by providing:</p> <p style="padding-left: 40px;">a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and,</p> <p style="padding-left: 40px;">b) sufficient land zoned or mapped "as of right" in these categories, that can permit the building of affordable housing addressing the needs identified in the County's Consolidated plan?</p> <p>(For purposes of this survey, "as-of-right," as applied to zoning, means uses and development standards that are determined in advance and specifically authorized by the zoning ordinance. The ordinance is largely self-enforcing because little or no discretion occurs in its administration.)</p> <p>If the jurisdiction has chosen not to have either zoning, or other development controls that have varying standards based upon districts or zones, the applicant may indicate _____ not applicable.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>4. Does your jurisdiction's zoning ordinance set minimum building size requirements that exceed the local housing or health code or is otherwise not based upon explicit health standards?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>5. If your jurisdiction has development impact fees, are the fees specified and calculated under local or state statutory criteria? If no, skip to question #7. Alternatively, if your jurisdiction does not have impact fees, indicate _____ NOT APPLICABLE.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>6. If yes to question #5, does the statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (nexus), and a method for fee calculation?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>7. If your jurisdiction has impact or other significant fees, does the jurisdiction provide waivers of these fees for affordable housing?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes



**Questionnaire for Participating Municipalities:  
Removal of Regulatory Barriers to Fair and Affordable continued**

<p><b>8. Does your jurisdiction’s zoning ordinance or land use regulations permit manufactured (HUD-Code) housing “as of right” in all residential districts and zoning classifications in which similar site-built housing is permitted, subject to design, density, building size, foundation requirements, and other similar requirements applicable to other housing that will be deemed realty, irrespective of the method of production?</b></p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p><b>9. Does your jurisdiction’s zoning ordinance or land use regulations permit group homes “as of right” in all residential districts and zoning classifications?</b></p> <p>Please attach a copy of the definition of “family: if your jurisdiction’s code contains one.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p><b>10. Within the past five years, has a jurisdiction official (i.e., chief executive, mayor, county chairman, city manager, administrator, or a tribally recognized official, etc.), the local legislative body, or planning commission, directly, or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or hearings, or has the jurisdiction established a formal ongoing process, to review the rules, regulations, development standards, and processes of the jurisdiction to assess their impact on the supply of affordable housing?</b></p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p><b>11. Within the past five years, has the jurisdiction initiated major regulatory reforms either as a result of the above study? If yes, attach a brief list of these major regulatory reforms.</b></p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p><b>12. Within the past five years has your jurisdiction modified infrastructure standards and/or authorized the use of new infrastructure technologies (e.g. water, sewer, street width) to significantly reduce the cost of housing?</b></p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p><b>13. Does your jurisdiction give “as-of-right” density bonuses sufficient to offset the cost of building below market units as an incentive for any market rate residential development that includes a portion of affordable housing? (As applied to density bonuses, “as of right” means a density bonus granted for a fixed percentage or number of additional market rate dwelling units in exchange for the provision of a fixed number or percentage of affordable dwelling units and without the use of discretion in determining the number of additional market rate units.)</b></p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p><b>14. Has your jurisdiction established a single, consolidated permit application process for housing development that includes building, zoning, engineering, environmental, and related permits? Alternatively, does your jurisdiction conduct concurrent, not sequential, reviews for all required permits and approvals?</b></p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p><b>15. Does your jurisdiction provide for expedited or “fast track” permitting and approvals for all affordable housing projects in your community?</b></p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p><b>16. Has your jurisdiction established time limits for government review and approval or disapproval of development permits in which failure to act, after the application is deemed complete, by the government within the designated time period, results in automatic approval?</b></p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes

**Questionnaire for Participating Municipalities:  
Removal of Regulatory Barriers to Fair and Affordable continued**

<p><b>17. Does your jurisdiction allow “accessory apartments” either as: a) a special exception or conditional use in all single-family residential zones or, b) “as of right” in a majority of residential districts otherwise zoned for single-family housing?</b></p>	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b>
<p><b>18. Does your jurisdiction have an explicit policy that adjusts or waives existing parking requirements for all affordable housing developments?</b></p>	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b>
<p><b>19. Does your jurisdiction require affordable housing projects to undergo public review or special hearings when the project is otherwise in full compliance with the zoning ordinance and other development regulations?</b></p>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<p><b>20. Has the community met the round 2 requirements of COAH through construction or rehabilitation of affordable housing within the jurisdiction (rather than transferring funds to another jurisdiction)?</b></p>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

## **EXHIBIT “A” - CDBG BASIC ELIGIBLE ACTIVITIES**

**The following activities may be funded by the CDBG Program, so long as they meet one or more of the National Objectives.**

1. Acquisition of real property by purchase, long-term lease (15+ years), donation, or otherwise, of real property for any public purpose, subject to limitations.
2. Disposition of real property acquired with CDBG funds through a lease or donation, or otherwise; or its retention for public purposes.
3. Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, except buildings for general conduct of government. Eligible facilities include those serving persons having special needs such as homeless shelters, convalescent homes, hospitals, nursing homes, battered spouse shelters; half-way houses for runaway children, drug offenders or parolees, group homes for mentally retarded persons; and temporary housing for disaster victims.
4. Clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites.
5. Provision of public services (including labor, supplies and materials) such as those concerned with child care, health care, education, job training, public safety, fair housing counseling, recreation, senior citizens, homeless persons, drug abuse counseling and treatment, and energy conservation counseling and testing. The services must meet each of the following criteria:
  - A service must either be new or be a quantifiable increase in the level of a service above that which has been provided with state or local funds in the previous twelve calendar months; and
  - The amount obligated for public services shall not exceed 15 percent of the annual grant, plus 15% of the program income received from the previous year.
6. Removal of material and architectural barriers, which restrict the mobility and accessibility of elderly or handicapped persons to publicly owned and privately owned buildings, facilities, and improvements.
7. Rehabilitation of privately and publicly owned buildings and improvements for residential purposes.
8. Rehabilitation of publicly or privately owned commercial or industrial buildings, except that the rehabilitation of such buildings owned by a private for-profit business is limited to improvements to the exterior of the building and the correction of code violations.
9. Improvements to buildings to increase energy efficiency.
10. Rehabilitation, preservation, or restoration of historic properties.
11. Provision of credit, technical assistance, and general support (including peer support programs, counseling, child care, transportation, etc.) for the establishment, stabilization, and expansion of micro enterprises. A micro enterprise is a business with five or fewer employees, one or more of whom owns the business.
12. Provision of assistance to private for-profit business where appropriate to carry out an economic development project. Any project funded must be able to document the creation or retention of a certain number of jobs, depending on the type of project proposed.

## EXHIBIT “B” - National Objective Qualifiers

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

**Area Benefit:** Passaic County is an “exception level” community. Census areas with 31% low-moderate income or above qualify for funding. However, smaller areas may qualify based on an income survey. When surveys are needed, at least 51% of the residents within the targeted activity area must be low-moderate income persons. The activity may also be available to all persons in the area regardless of income.

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

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

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

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

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

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

## EXHIBIT "C" - NATIONAL OBJECTIVE QUALIFIERS

FY 2011 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
<b><u>Very Low (30%) Income Limits</u></b>	\$19,600	\$22,400	\$25,200	\$28,000	\$30,250	\$32,500	\$34,750	\$37,000
<b><u>Low (50%) Income Limits</u></b>	\$32,700	\$37,350	\$42,000	\$46,650	\$50,400	\$54,150	\$57,850	\$61,600
<b><u>Moderate (80%) Income Limits</u></b>	\$47,350	\$54,100	\$60,850	\$67,600	\$73,050	\$78,450	\$83,850	\$89,250

**NOTE:** Passaic County is part of the **Bergen-Passaic, NJ HUD Metro FMR Area**. The **Bergen-Passaic, NJ HUD Metro FMR Area** contains the following areas: Bergen County, NJ and Passaic County, NJ.

**Effective: April 2011**

## EXHIBIT "D" - RECORDKEEPING RESPONSIBILITIES FOR NON-PROFITS

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

1. Written records to justify all expenditures must be maintained for a period not less than four (4) years after the full amount of the grant is expended. Your records will be subject to review by Passaic County and US HUD.
2. You will be required to maintain the County's minimum insurance standards, to be evidenced by a copy of the policy provided to Passaic County within 10 days of execution of the contract.
3. You must agree to administer the CDBG program in accordance with OMB Circular A22, "Cost Principles for Non-Profit Organizations," and Attachment F of OMB Circular A-110.
4. In accordance with the Office of Management and Budget Circular A-133, the federal government requires that organizations expending \$500,000 or more in federal financial assistance in a fiscal year must secure an audit. Agencies requesting \$500,000 or more must choose one of the three ways of meeting this requirement and state which method they choose:
  - a. If your agency already conducts audits of all its funding sources including CDBG, the agency must submit a copy of its most recent audit, and may, at its discretion, include the CDBG portion of the audit cost in its CDBG project budget.
  - b. If your agency already conducts audits of its other funding sources but has neither received nor included CDBG in the past, the scope of the audit would be modified to incorporate CDBG audit requirements. The associated cost of the augmentation could then be included in the CDBG project budget, accompanied by the auditor's written cost estimate.
  - c. If your agency does not have a current audit process in place, your agency will be required to include a 10 percent set-aside in the CDBG project for the provision of an audit.
5. You will be required to provide semi-annual reports stating the total number of persons served, including their ethnic origin, and whether they are female heads of household. These figures are required to be reported by US HUD.
6. You will be required to obtain written proof of income of each person or household which you assist, unless your clients are abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons, or migrant farm workers.
7. You must have a written policy designed to ensure your facilities are free from the illegal use, possession, or distribution of drugs or alcohol.
8. If any income is derived from the activities funded by CDBG, that **income must be returned to Passaic County as program income**.
9. In the event that US HUD should determine that CDBG funds were improperly spent, and that money should be reimbursed to the U.S. Treasury, your organization will be responsible for this reimbursement.

**EXHIBIT "E" - SAMPLE  
COUNCIL/BOARD APPROVAL RESOLUTION**

At a meeting held on the following date \_\_\_\_\_, the Council /Executive Committee/Board of Directors of the following municipality/organization: \_\_\_\_\_ adopted the following resolution:

The Board of Directors authorizes the application for and use of funds from the Passaic County Community Development Block Grant Program for activities described in the proposal and, if awarded funds, shall implement the activities in a manner to ensure compliance with all applicable federal, state, and local laws and regulations.

\_\_\_\_\_  
Signature of Council/Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Council/Board President

\_\_\_\_\_  
Telephone Number

## **Maps of Participating Municipalities**

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



**Appendix C**

**HUD Tables**

**Table 3C – Project Sheets**

**Table 3  
Consolidated Plan Listing of Projects**

**Applicant's Name** Passaic County

**Priority Need**  
Infrastructure

**Project Title**  
Borough of Hawthorne - Street Improvements

**Project Description**

Milling and paving of Ethel Avenue from Van Winkle Avenue to the northern terminus where it dead-ends at Route 208, along with the replacement of curbs, as needed, the installation of dropped curbs and handicapped ramps at all intersections.

The streets are located in CT 1433 block group 1 which is 41.315% low mod. (421 people, 1,019 low-mod)

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location**

Hawthorne Borough – Dixie Avenue

Goal Number 3	Project ID
HUD Matrix Code 03L	CDBG Citation 570.201(c)
Type of Recipient Local Government	CDBG National Objective 570.208(a)(1) Low/Mod Area
Start Date (mm/dd/yyyy) 09/01/2012	Completion Date (mm/dd/yyyy) 8/30/2013
Performance Indicator 01 People	Annual Units 1,019 people
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	74,091
ESG	
HOME	
HOPWA	
Total Formula	74,091
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	96,309
Total	170,400

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3  
Consolidated Plan Listing of Projects**

**Applicant's Name** Passaic County

**Priority Need**  
Infrastructure

**Project Title**  
Township of West Milford – Street improvements

**Project Description**

Paving of 0.95 miles Road and Storm Drainage Construction: Survey, design and implement a storm drainage system of unpaved roadway along First, Second and Third Avenues.

A survey was conducted in spring 2012 which demonstrated that the service area was 75% lower income.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location**

West Milford – Marshall Hill Road

Goal Number 3	Project ID
HUD Matrix Code 03K	CDBG Citation 570.201(c)
Type of Recipient Local Government	CDBG National Objective 570.208(a)(1) Low/Mod Area
Start Date (mm/dd/yyyy) 09/01/2012	Completion Date (mm/dd/yyyy) 8/30/2013
Performance Indicator 01 – People	Annual Units 1,193 people
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	183,581
ESG	
HOME	
HOPWA	
Total Formula	183,581
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	570,419
Total	754,000

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3**  
**Consolidated Plan Listing of Projects**

**Applicant's Name** Passaic County

**Priority Need**  
Public Facilities

**Project Title**  
Borough of North Haledon – Senior Center - ADA Accessibility Project

**Project Description**

The Borough is converting the former American Legion Building to serve as a Senior Center. CDBG funds completed phase I of modifications to make the building handicap accessible. Phase II consists of interior modifications to the front entry, vestibule and partition walls to establish an ADA compliant door opening. Installation of an ADA compliant actuator for the front and rear doors. The exterior sidewalk will be modified to allow for ADA compliant ingress and egress. The parking lot will be modified to allow for ADA compliant parking stalls.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location**  
512 High Mountain Road, North Haledon

Goal Number 4	Project ID
HUD Matrix Code 03E	CDBG Citation 570.201(c)
Type of Recipient Local Government	CDBG National Objective 570.208(a)(2)(ii) – low/mod limited clientele
Start Date (mm/dd/yyyy) 01/01/2012	Completion Date (mm/dd/yyyy) 8/30/2013
Performance Indicator 11 – Public Facilities	Annual Units 1 public facility
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	75,000
ESG	
HOME	
HOPWA	
Total Formula	75,000
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	75,000

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3**  
**Consolidated Plan Listing of Projects**

**Applicant's Name** Passaic County

**Priority Need**  
Infrastructure

**Project Title**  
Borough of Wanaque – Sanitary Sewer System Replacement

**Project Description**

Jefferson St. Sanitary Sewer line replacement entails replacing existing sanitary sewer lines which are located in residents' back yards, and are made of clay, and which are disintegrating. New lines will be placed in the street.

CT 2366.00, Block Group 7: Population 468 of which 246 (52.6%) is low income.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location**

Monroe Street from Whistler Place to Milton Place.

Goal Number 3	Project ID
HUD Matrix Code 03J	CDBG Citation 570.201(c)
Type of Recipient Local Government	CDBG National Objective 570.208(a)(1) Low/Mod Area
Start Date (mm/dd/yyyy) 09/01/2012	Completion Date (mm/dd/yyyy) 8/30/2013
Performance Indicator 01 People	Annual Units 468 people
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	100,000
ESG	
HOME	
HOPWA	
Total Formula	100,000
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	66,000
Total	166,000

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3**  
**Consolidated Plan Listing of Projects**

**Applicant's Name** Passaic County

**Priority Need**  
Infrastructure

**Project Title**  
Borough of Prospect Park – recreation

**Project Description**

Rehabilitate and channel water run-off along a severely deteriorated roadway entering into, and partially through, Hofstra Park. The roadway is the only access into the park. Roadway milling, paving, concrete curbs

CT 2036, Block Groups 1 -5: Population 5,572 of which 2,977 (53.4%) is low income.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location**

Hofstra Park atop Struyk Ave.

Goal Number 3	Project ID
HUD Matrix Code 03F	CDBG Citation 570.201(c)
Type of Recipient Local Government	CDBG National Objective 570.208(a)(1) Low/Mod Area
Start Date (mm/dd/yyyy) 09/01/2011	Completion Date (mm/dd/yyyy) 8/30/2012
Performance Indicator 01 People	Annual Units 5,572 people
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	95,000
ESG	
HOME	
HOPWA	
Total Formula	95,000
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	31,000
Total	126,000

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3  
Consolidated Plan Listing of Projects**

**Applicant's Name** Passaic County

**Priority Need**  
Public Facility

**Project Title**  
Borough of Haledon – Fire Station

**Project Description**

Installation of exhaust extraction system at Fire Company No. 1. Fire Company 1 serves a predominantly low income area. Overall the community is 50% low income. Only one block group is not low income. There are 2 fire houses in the community that respond to all calls.

Census Tract 1337.00 block groups 1 – 7 total population 7,975, 4016 low income 50%.

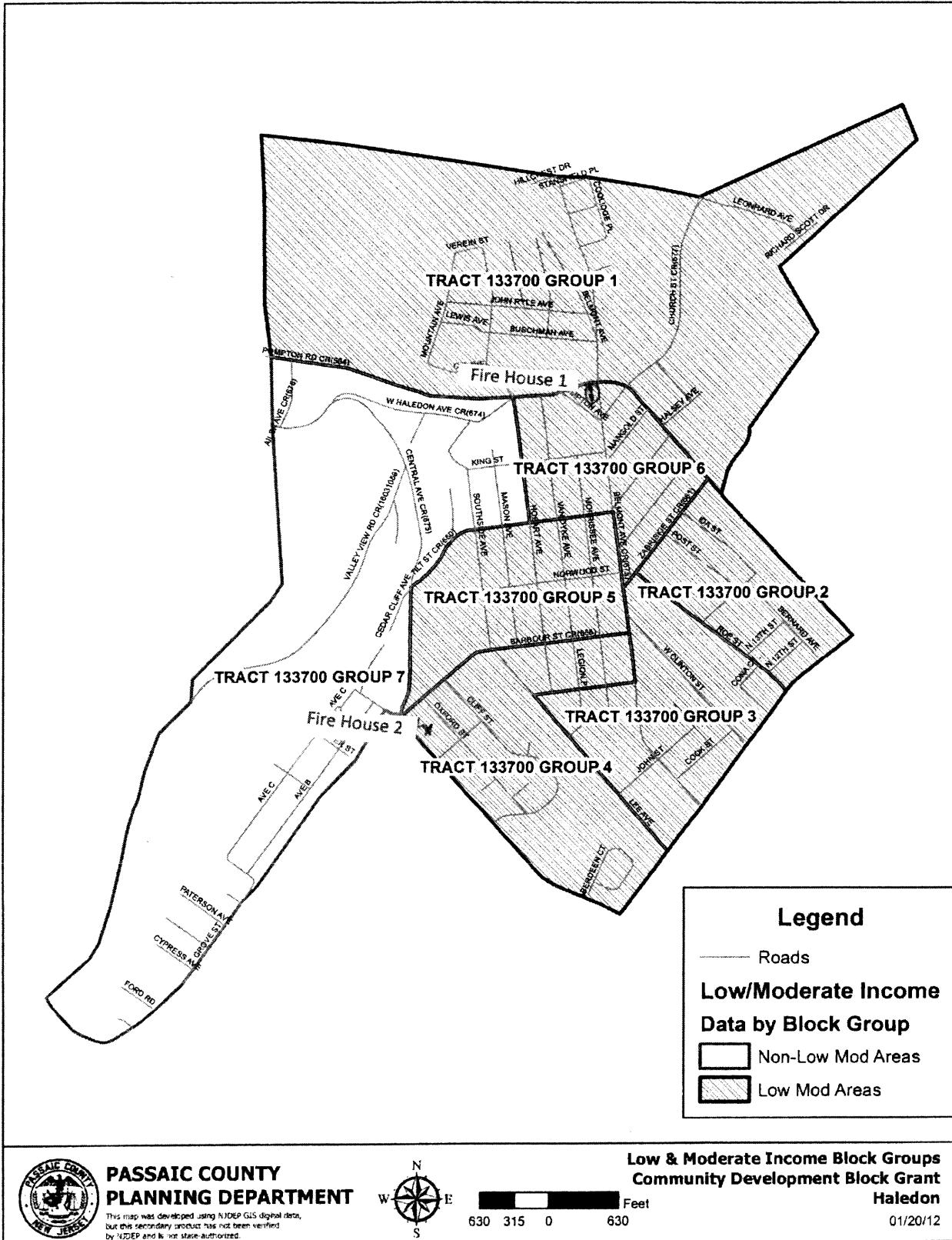
**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location:** 21 Pompton Road, Haledon, NJ 07508

Goal Number 4	Project ID
HUD Matrix Code 030	CDBG Citation 570.201(c)
Type of Recipient Local Government	CDBG National Objective 570.208(a)(1) Low/Mod Area
Start Date (mm/dd/yyyy) 01/01/2012	Completion Date (mm/dd/yyyy) 8/30/2013
Performance Indicator 11 Public Facilities	Annual Units 1 public facility
Local ID	Units Upon Completion

<b>Funding Sources:</b>	
CDBG	24,688
ESG	
HOME	
HOPWA	
Total Formula	24,688
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	9,388
Total	34,076

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs



**PASSAIC COUNTY  
PLANNING DEPARTMENT**

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630 315 0 630 Feet

**Low & Moderate Income Block Groups  
Community Development Block Grant  
Haledon**

01/20/12



**Table 3**  
**Consolidated Plan Listing of Projects**

**Applicant's Name** Passaic County

**Priority Need**  
Infrastructure

**Project Title**  
Borough of Totowa – Sewer Lining Project Phase II

**Project Description**

Project includes: line additional sections of the existing sanitary sewer main within Williams Place, between Lincoln Avenue and Totowa Road, and to rehabilitate existing sanitary sewer manholes within Elizabeth Place. Installation of cured-in-place pipe liner and sealing of manholes along the length of the sanitary sewer main. Work will also include sealing of sanitary sewer lateral connections at the main.

CT 2238.00, Block Group 2: Population 1,120 of which 465 (41.5%) is low income.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity  
**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location**

Williams Place, between Lincoln Avenue and Totowa Road , Totowa NJ 07512

Goal Number 3	Project ID	<b>Funding Sources:</b> CDBG 50,000 ESG HOME HOPWA Total Formula 50,000 Prior Year Funds Assisted Housing PHA Other Funding 91,850 Total 141,850
HUD Matrix Code 03J	CDBG Citation 570.201(c)	
Type of Recipient Local Government	CDBG National Objective 570.208(a)(1) Low/Mod Area	
Start Date (mm/dd/yyyy) 09/01/2011	Completion Date (mm/dd/yyyy) 8/30/2012	
Performance Indicator 01 People	Annual Units 1,120 people	
Local ID	Units Upon Completion	

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3  
Consolidated Plan Listing of Projects**

**Applicant's Name** Passaic County

**Priority Need**  
Public Facility

**Project Title**  
Strengthen Our Sisters – kitchen renovation

**Project Description**

Homeless shelter renovation - Remove old cabinets, plumbing, flooring and kitchen equipment. Install new cabinets, plumbing, six burner stove, flooring and other kitchen equipment.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location**

Confidential  
1432 Union Valley Road, West Milford, NJ Office location

Goal Number 6	Project ID
HUD Matrix Code 03C	CDBG Citation 570.201 (c)
Type of Recipient Non-profit	CDBG National Objective 570.208(a)(2)(ii) – low/mod limited clientele
Start Date (mm/dd/yyyy) 01/01/2012	Completion Date (mm/dd/yyyy) 12/31/20143
Performance Indicator 01 – People	Annual Units 50 people
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	30,000
ESG	
HOME	
HOPWA	
Total Formula	30,000
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	30,000

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3**  
**Consolidated Plan Listing of Projects**

**Applicant's Name** Passaic County

**Priority Need**  
Public Service

**Project Title**  
NewBridge Services – Operation SAIL

**Project Description**

Provide 495 hours of outreach, assessment and case management services to 45 frail, home-bound seniors ages 60 years of age and older annually who have low to moderate incomes and who live in the six municipalities of Upper Passaic Co.: West Milford, Pompton Lakes, Bloomingdale, Wanaque, Ringwood, and Little Falls.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location**

105 Hamburg Turnpike, Pompton Lakes, NJ 07442

Goal Number 6	Project ID	<b>Funding Sources:</b> CDBG ..... 12,000 ESG ..... HOME ..... HOPWA ..... Total Formula ..... 12,000 Prior Year Funds ..... Assisted Housing ..... PHA ..... Other Funding ..... 2,050 Total ..... 14,050
HUD Matrix Code 05A	CDBG Citation 570.201(e)	
Type of Recipient Subrecipient	CDBG National Objective 570.208(a)(2)(ii) – low/mod limited clientele	
Start Date (mm/dd/yyyy) 01/01/2012	Completion Date (mm/dd/yyyy) 12/31/2013	
Performance Indicator 01 People	Annual Units 45 People	
Local ID	Units Upon Completion	

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3**  
**Consolidated Plan Listing of Projects**

**Applicant's Name** Passaic County

**Priority Need**  
Administration

**Project Title**  
Administration

**Project Description**

On going program management and oversight. Public information, advertising and consulting services are included.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location**

Passaic County Planning Department

Goal Number	Project ID
HUD Matrix Code 21A	CDBG Citation 570.206
Type of Recipient Non-profit	CDBG National Objective Not applicable
Start Date (mm/dd/yyyy) 01/01/2012	Completion Date (mm/dd/yyyy) 12/31/2013
Performance Indicator N/A	Annual Units
Local ID	Units Upon Completion

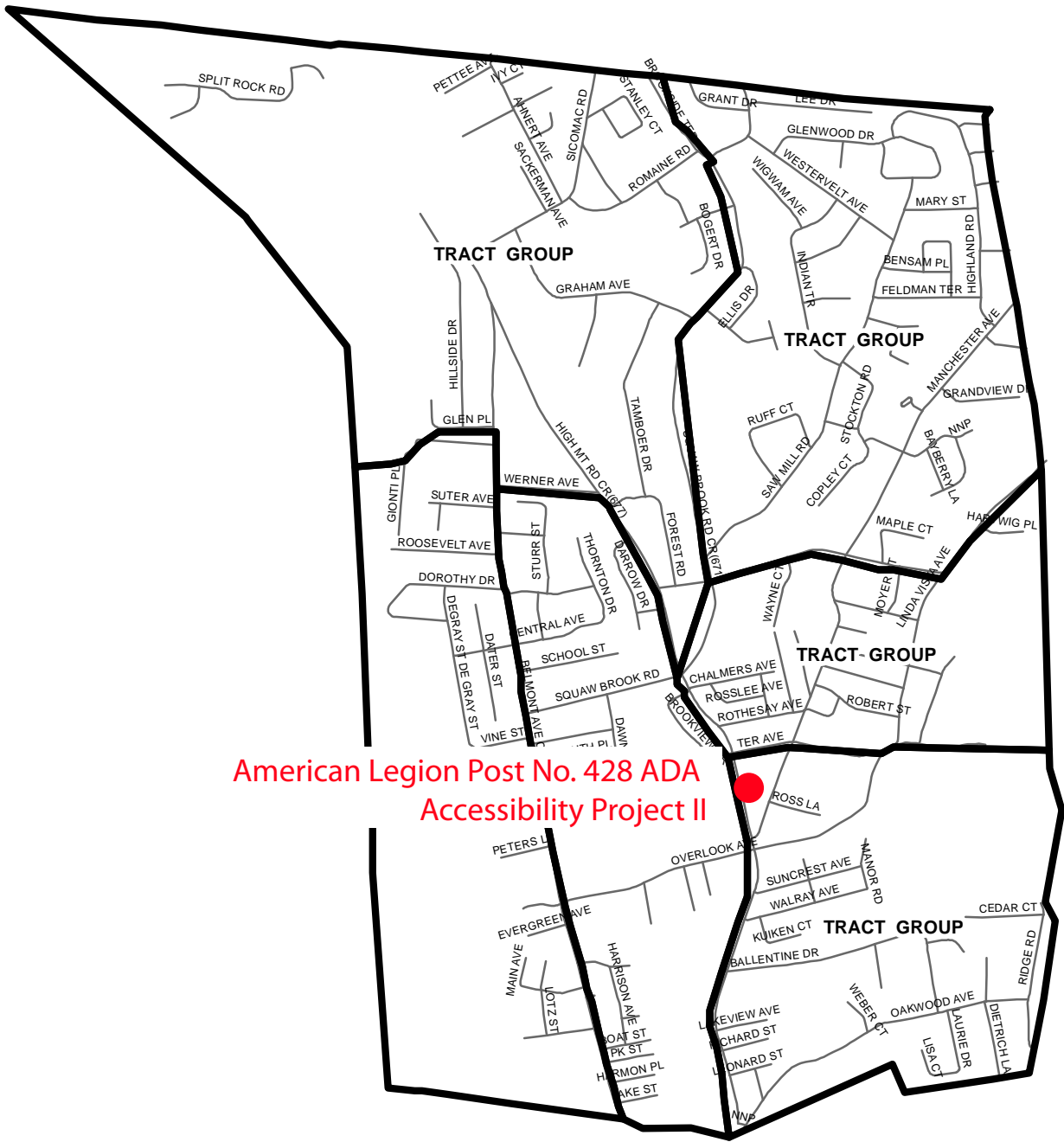
**Funding Sources:**

CDBG	\$ 161,090
ESG	
HOME	
HOPWA	
Total Formula	\$ 161,090
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$ 161,090

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Appendix D**

**Geographic Location of Activities**



American Legion Post No. 428 ADA  
Accessibility Project II

**Legend**

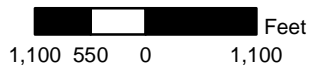
— Roads

Non-Low Mod Areas



**PASSAIC COUNTY  
PLANNING DEPARTMENT**

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**Low & Moderate Income Block Groups  
Community Development Block Grant  
North Haledon**

01/20/12

Fire House #1 Exhaust Extraction Installation



TRACT 133700 GROUP 1

TRACT 133700 GROUP 6

TRACT 133700 GROUP 5

TRACT 133700 GROUP 2

TRACT 133700 GROUP 7

TRACT 133700 GROUP 3

TRACT 133700 GROUP 4

### Legend

- Roads
- Low Mod Areas
- Non-Low Mod Areas



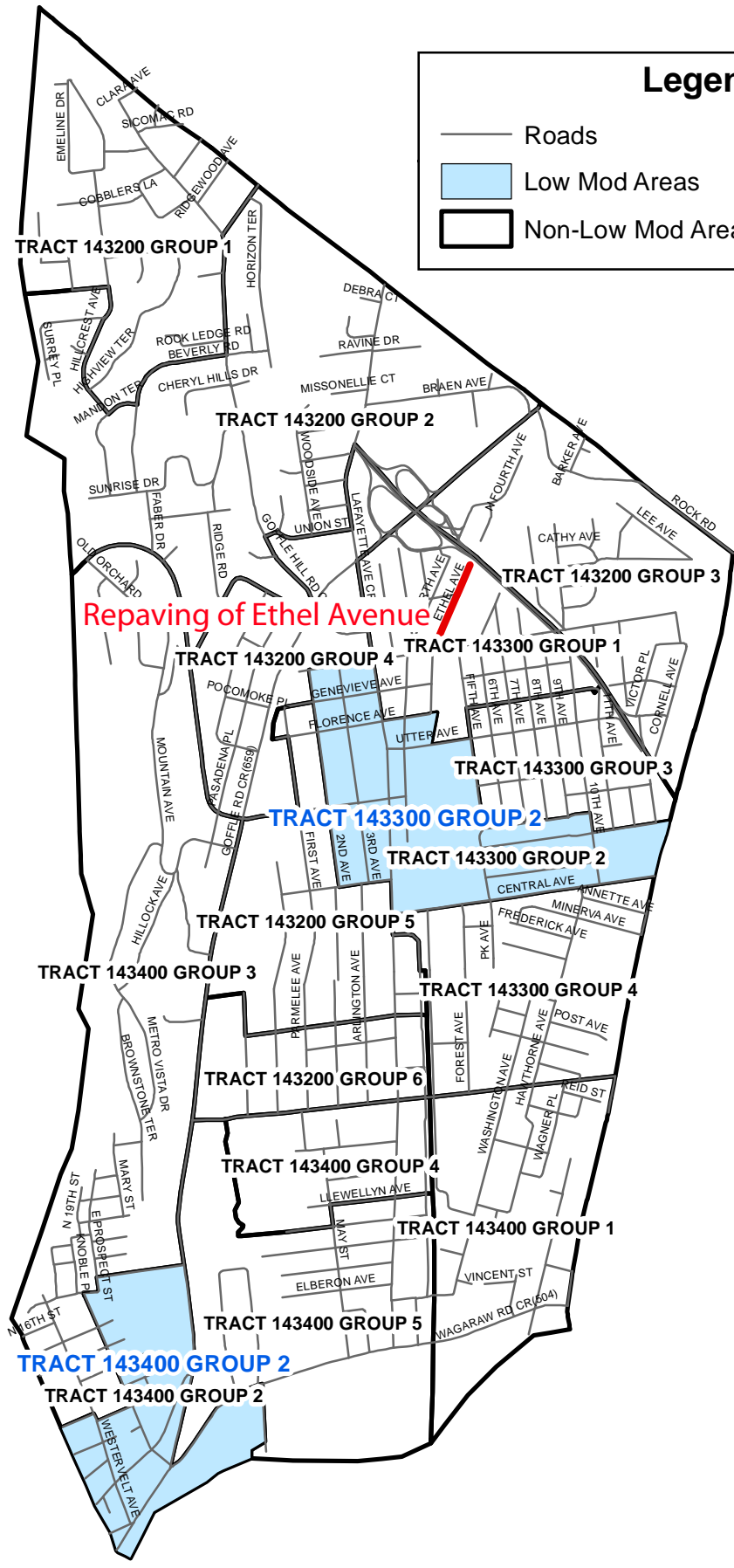
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**Low & Moderate Income Block Groups  
Community Development Block Grant  
Haledon**

01/20/12



### Legend

- Roads
- Low Mod Areas
- Non-Low Mod Areas

Repaving of Ethel Avenue

**TRACT 143200 GROUP 1**

**TRACT 143200 GROUP 2**

**TRACT 143200 GROUP 3**

**TRACT 143200 GROUP 4**

**TRACT 143300 GROUP 1**

**TRACT 143300 GROUP 2**

**TRACT 143300 GROUP 2**

**TRACT 143300 GROUP 3**

**TRACT 143200 GROUP 5**

**TRACT 143400 GROUP 3**

**TRACT 143300 GROUP 4**

**TRACT 143200 GROUP 6**

**TRACT 143400 GROUP 4**

**TRACT 143400 GROUP 1**

**TRACT 143400 GROUP 5**

**TRACT 143400 GROUP 2**

**TRACT 143400 GROUP 2**



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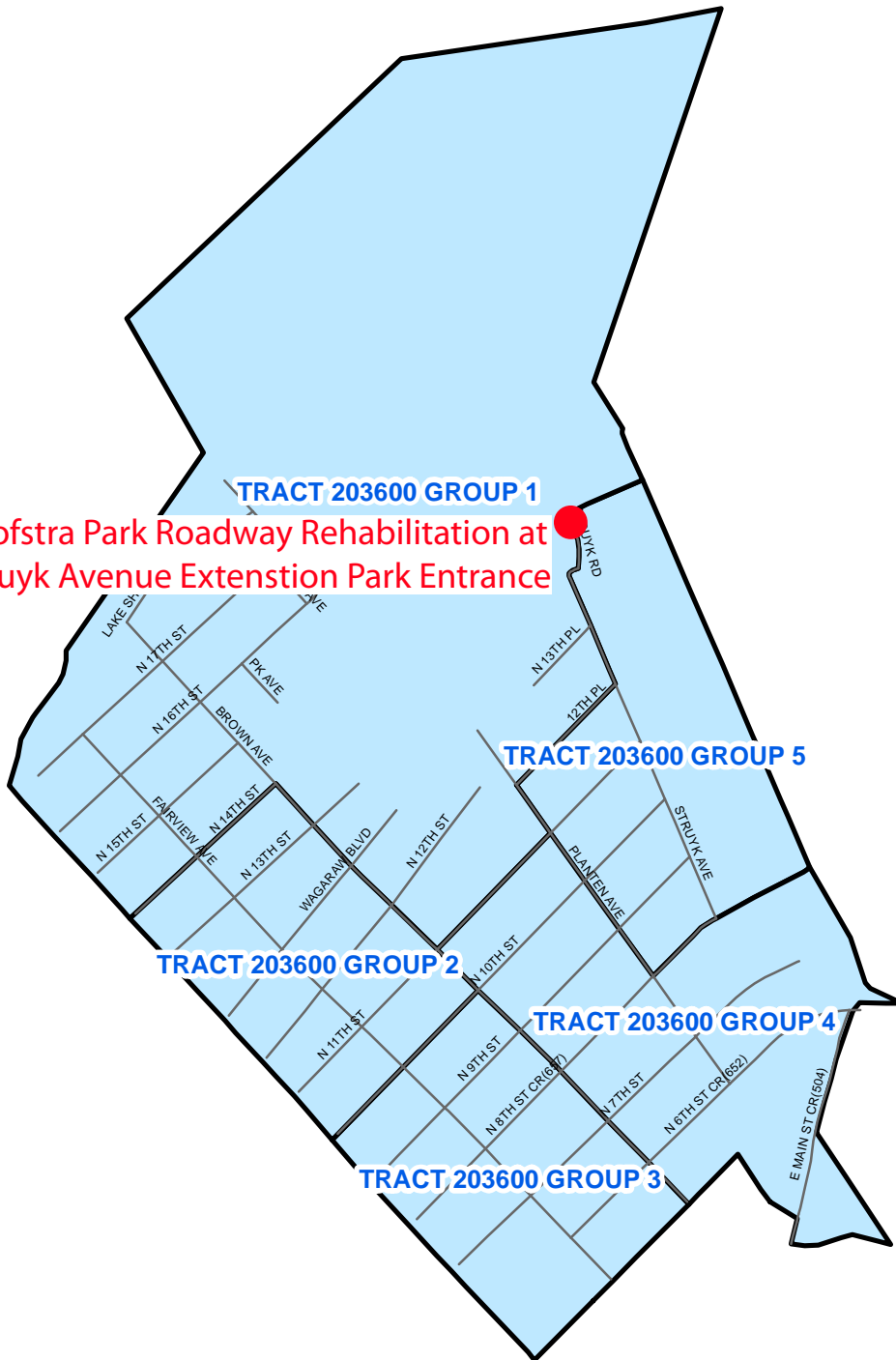


**Low & Moderate Income Block Groups  
Community Development Block Grant  
Hawthorne**

01/20/12



**Hofstra Park Roadway Rehabilitation at  
Stuyk Avenue Extension Park Entrance**



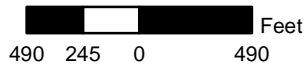
**Legend**

- Roads
- Low Mod Areas
- Non-Low Mod Area



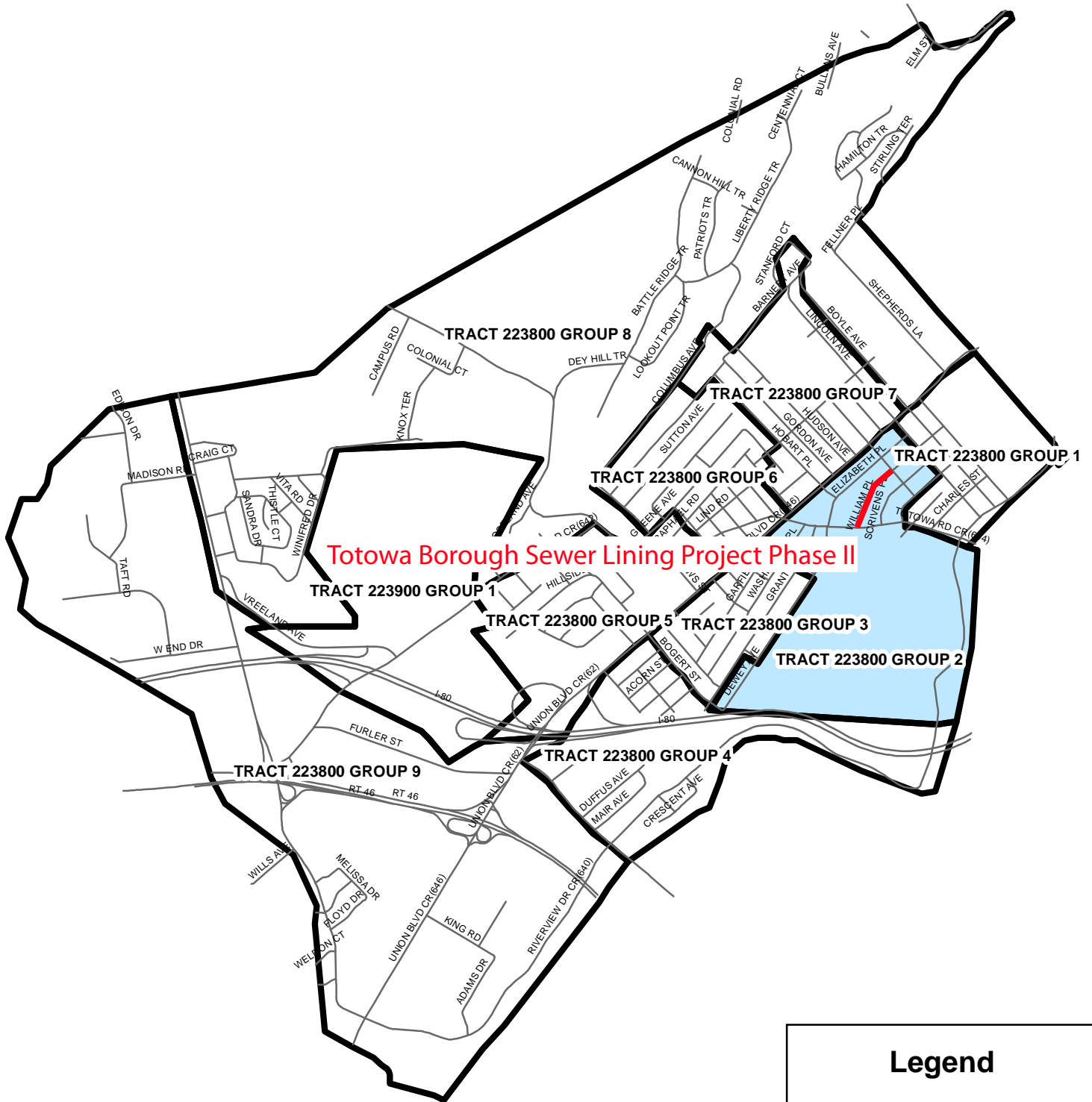
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**Low & Moderate Income Block Groups  
Community Development Block Grant  
Prospect Park**

01/20/12



**PASSAIC COUNTY  
PLANNING DEPARTMENT**

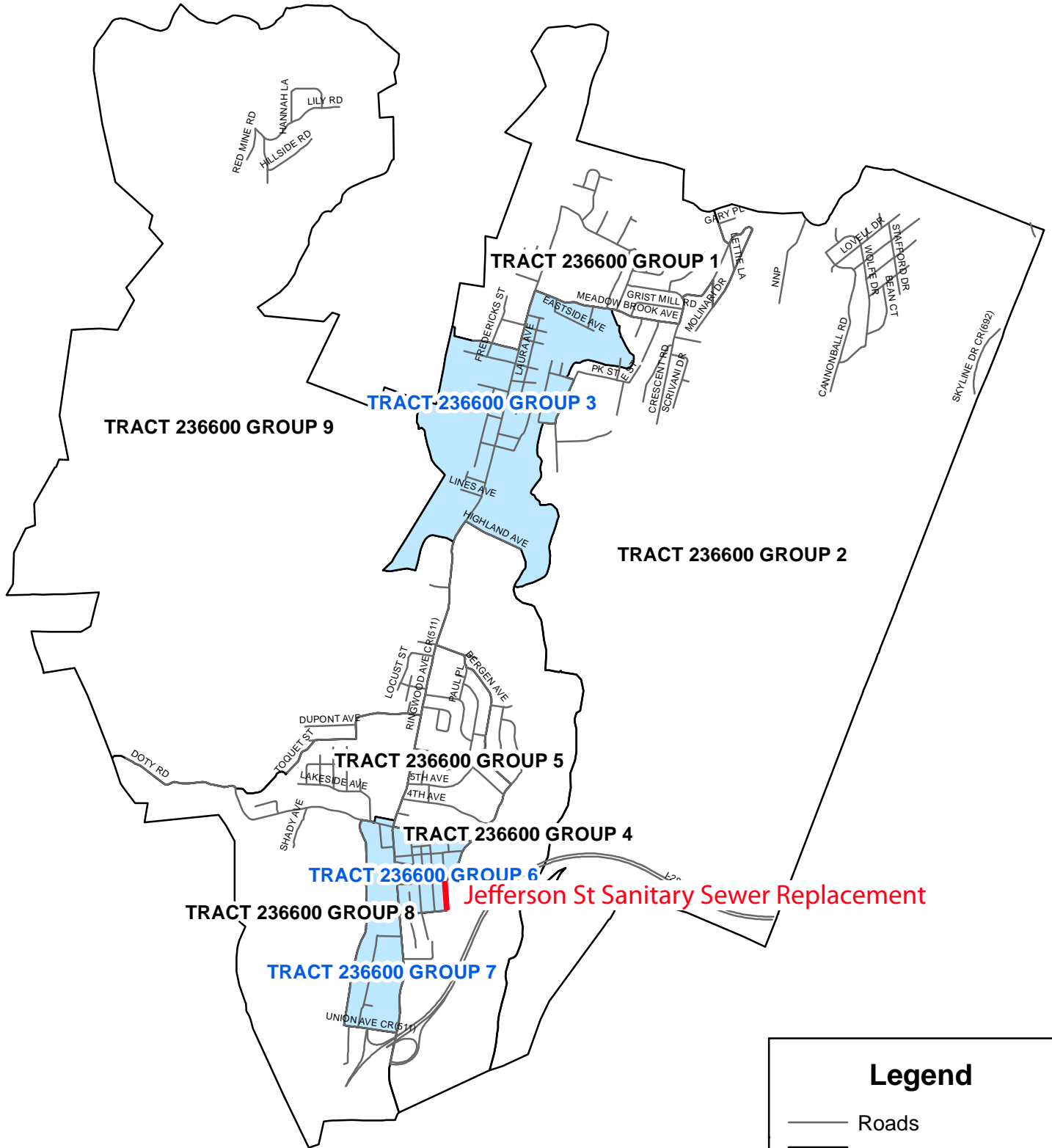
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**Low & Moderate Income Block Groups  
Community Development Block Grant**

**Totowa**

01/20/12



TRACT 236600 GROUP 3

TRACT 236600 GROUP 1

TRACT 236600 GROUP 9

TRACT 236600 GROUP 2

TRACT 236600 GROUP 5

TRACT 236600 GROUP 4

TRACT 236600 GROUP 6

TRACT 236600 GROUP 8

TRACT 236600 GROUP 7

Jefferson St Sanitary Sewer Replacement

**Legend**

- Roads
- Low Mod Areas
- Non-Low Mod Areas



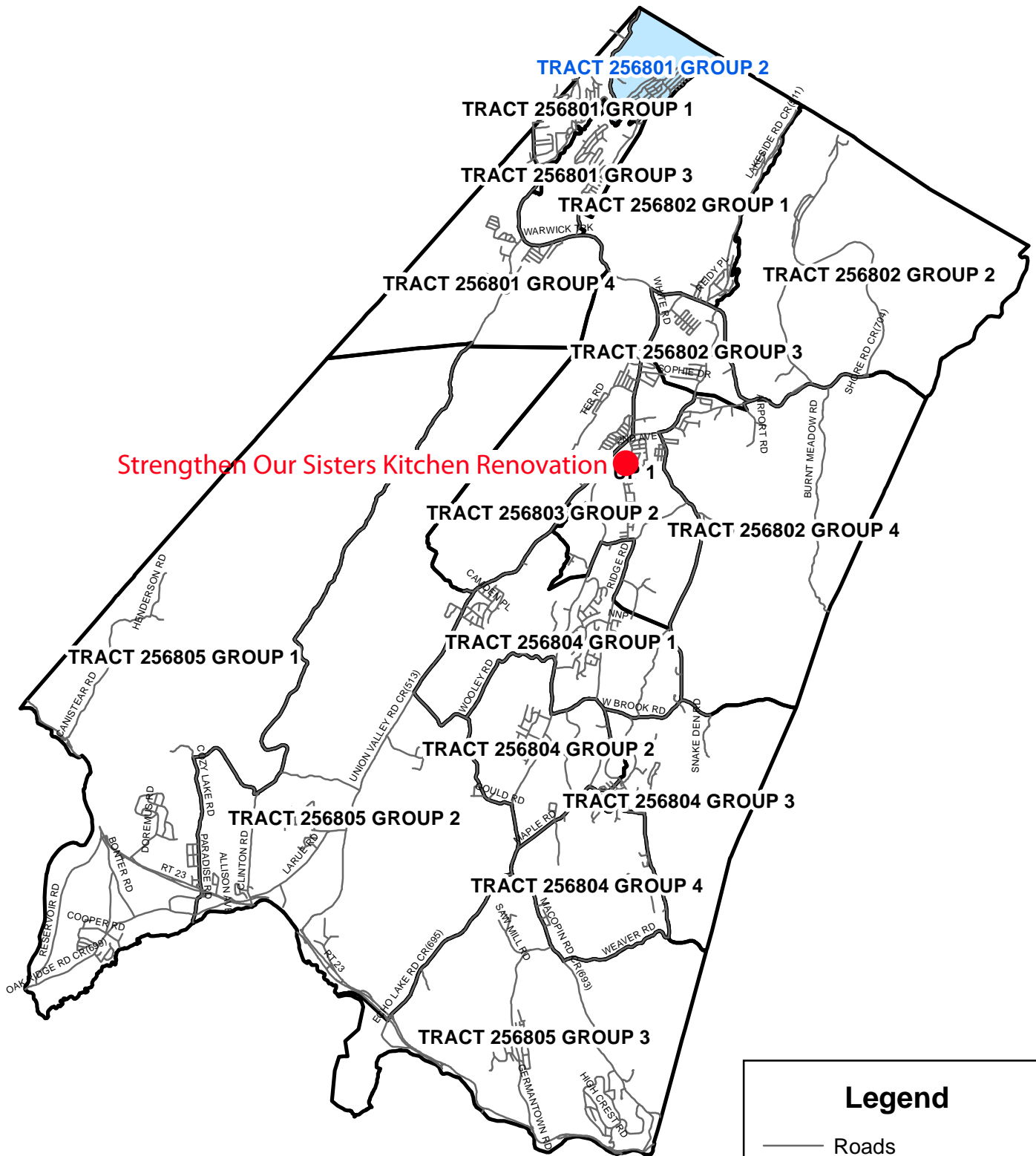
**PASSAIC COUNTY  
PLANNING DEPARTMENT**

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**Low & Moderate Income Block Groups  
Community Development Block Grant  
Wanaque**

01/20/12



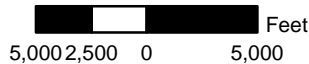
**Legend**

- Roads
- Non-Low Mod Areas
- Low Mod Areas



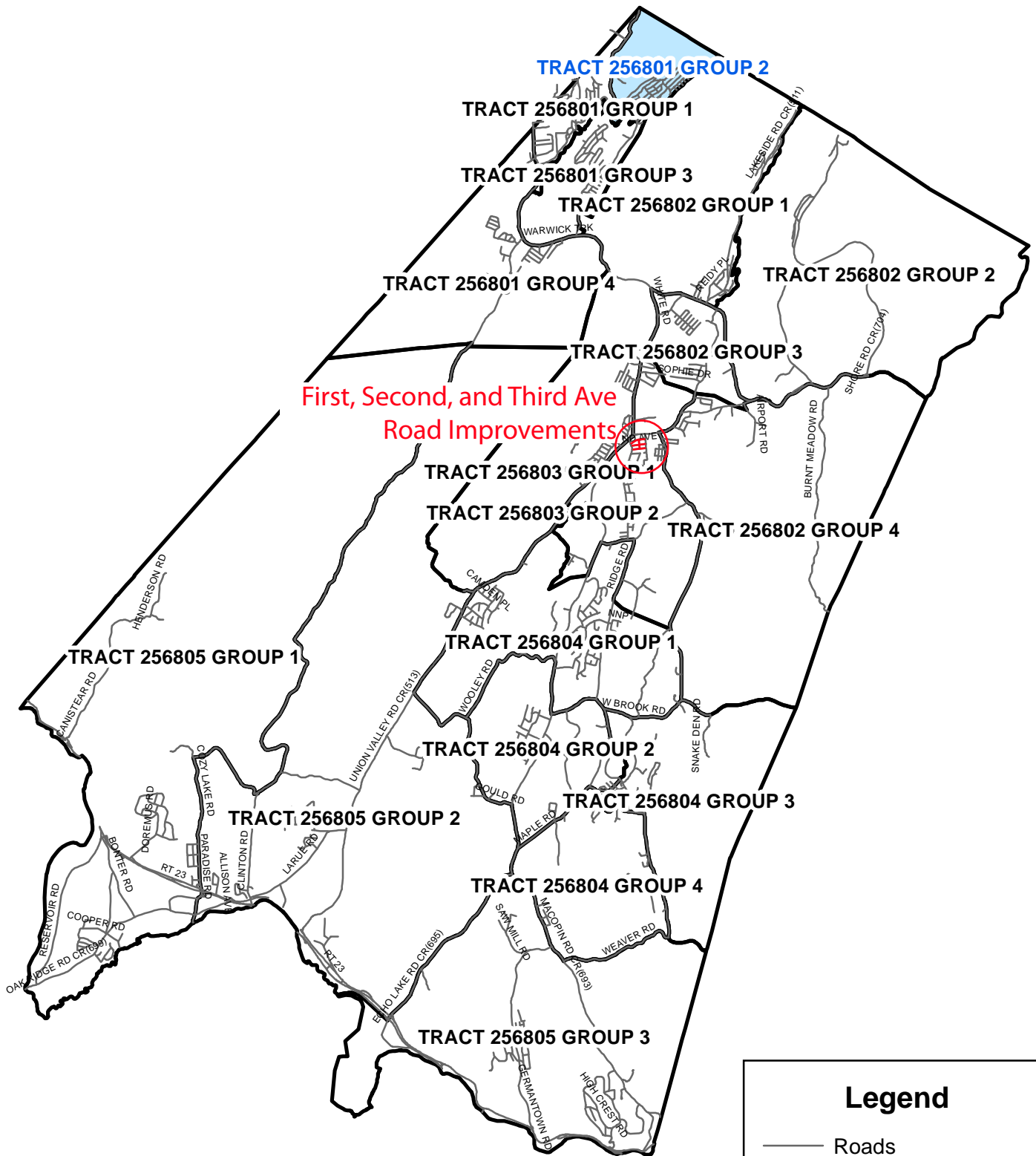
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PLANNING DEPARTMENT**

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**Low & Moderate Income Block Groups  
Community Development Block Grant  
West Milford**

01/20/12



**Legend**

- Roads
- ▭ Non-Low Mod Areas
- ▭ Low Mod Areas



**PASSAIC COUNTY  
PLANNING DEPARTMENT**

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**Low & Moderate Income Block Groups  
Community Development Block Grant  
West Milford**

01/20/12

**Appendix E**

**SF 424 and Certifications**



# SF 424

The SF 424 is part of the CPMP Annual Action Plan. SF 424 form fields are included in this document. Grantee information is linked from the 1CPMP.xls document of the CPMP tool.

## SF 424

Complete the fillable fields (blue cells) in the table below. The other items are pre-filled with values from the Grantee Information Worksheet.

Date Submitted July 13, 2012	Applicant Identifier	<b>Type of Submission</b>	
Date Received by state	State Identifier	<b>Application</b>	<b>Pre-application</b>
Date Received by HUD	Federal Identifier	<input checked="" type="checkbox"/> Construction	<input type="checkbox"/> Construction
		<input checked="" type="checkbox"/> Non Construction	<input type="checkbox"/> Non Construction
<b>Applicant Information</b>			
<b>Passaic County</b>		B-12-UC-34-0112	
930 Riverview Road		Organizational DUNS: 063148811	
		Organizational Unit	
Totowa	New Jersey	Planning Department	
07512	Country U.S.A.		
<b>Employer Identification Number (EIN):</b>		County: Passaic County	
<b>22-6002466</b>		Program Year Start Date (MM/DD) – 9-01-12	
<b>Applicant Type:</b>		<b>Specify Other Type if necessary:</b>	
Urban County			
		<b>U.S. Department of Housing and Urban Development</b>	
<b>Program Funding</b>			
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding			
<b>Community Development Block Grant</b>		14.218 Entitlement Grant	
CDBG Project Titles FY2011 CDBG Action Plan		Description of Areas Affected by CDBG Project(s) Passaic County – Countywide	
\$CDBG Grant Amount \$805,450	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for CDBG-based Project(s)			
<b>Home Investment Partnerships Program</b>		14.239 HOME	
HOME Project Titles		Description of Areas Affected by HOME Project(s)	
\$HOME Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	

\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOME-based Project(s)			
<b>Housing Opportunities for People with AIDS</b>		14.241 HOPWA	
HOPWA Project Titles		Description of Areas Affected by HOPWA Project(s)	
\$HOPWA Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOPWA-based Project(s)			
<b>Emergency Shelter Grants Program</b>		14.231 ESG	
ESG Project Titles		Description of Areas Affected by ESG Project(s)	
\$ESG Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for ESG-based Project(s)			
Congressional Districts of:		Is application subject to review by state Executive Order 12372 Process?	
Applicant Districts	Project Districts		
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.		<input type="checkbox"/> Yes	This application was made available to the state EO 12372 process for review on DATE
		<input checked="" type="checkbox"/> No	Program is not covered by EO 12372
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Program has not been selected by the state for review

Person to be contacted regarding this application		
Deborah		Hoffman
Director	Department of Economic Development	
<a href="mailto:DeborahH@passaiccountynj.org">DeborahH@passaiccountynj.org</a>	Tel: 973-569-4720	Fax: 973-569-4725
Signature of Authorized Representative		Date Signed
Pat LePore, Freeholder Director		



## **CERTIFICATIONS**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing --** The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan --** It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace --** It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
  - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Freeholder Director

Title

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation --** It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan --** Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan --** It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds --** It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2012 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force --** It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws --** The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint --** Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws --** It will comply with applicable laws.

\_\_\_\_\_  
Signature/Authorized Official                      \_\_\_\_\_  
Date

Freeholder Director  
\_\_\_\_\_  
Title

NOT APPLICABLE

**OPTIONAL CERTIFICATION  
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities ~~which are designed to meet~~ other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

\_\_\_\_\_  
Signature/Authorized Official      Date

Freeholder Director  
\_\_\_\_\_  
Title

## Specific HOME Certifications

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

County Executive  
\_\_\_\_\_  
Title

## NOT APPLICABLE

### ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

**Major rehabilitation/conversion** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services ( including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Matching Funds** – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

**Discharge Policy** – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



**NOT APPLICABLE**

**HOPWA Certifications**

The HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

#### A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

<b>Place Name</b>	<b>Street</b>	<b>City</b>	<b>County</b>	<b>State</b>	<b>Zip</b>
Government Center	401 Grand St.	Paterson	Passaic	NJ	07505
Planning Department	930 Riverview Dr.	Totowa	Passaic	NJ	07512

Check  if there are workplaces on file that are not identified here.

This information with regard to the drug-free workplace is required by 24 CFR part 21.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).