



# Annual Action Plan

Passaic County, New Jersey

**PUBLIC DISPLAY PERIOD:**

June 12, 2017 – July 13, 2017

**FY2017**

# **PASSAIC COUNTY, NJ**

## **ANNUAL ACTION PLAN**

### **FY 2017**

Department of Planning and Economic Development  
Michael La Place, Director  
Deborah Hoffman, Director, Division of Economic Development  
930 Riverview Drive, Suite 250  
Totowa, NJ 07512  
(973) 569-4040



**PUBLIC DISPLAY PERIOD:** June 12, 2017 – July 13, 2017

## TABLE OF CONTENTS

Executive Summary.....	3
AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b) .....	3
PR-05 Lead & Responsible Agencies – 91.200(b).....	9
AP-10 Consultation – 91.100, 91.200(b), 91.215(l).....	10
AP-12 Participation – 91.105, 91.200(c) .....	13
Expected Resources.....	15
AP-15 Expected Resources – 91.220(c) (1, 2) .....	15
Annual Goals and Objectives .....	17
AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e) .....	17
AP-35 Projects – 91.220(d) .....	19
AP-38 Projects Summary .....	21
AP-50 Geographic Distribution – 91.220(f) .....	23
Affordable Housing .....	24
AP-55 Affordable Housing – 91.220(g) .....	24
AP-60 Public Housing – 91.220(h).....	25
AP-65 Homeless and Other Special Needs Activities – 91.220(i).....	26
AP-75 Barriers to affordable housing – 91.220(j).....	29
AP-85 Other Actions – 91.220(k).....	31
Program Specific Requirements .....	34
AP-90 Program Specific Requirements – 91.220(l)(1,2,4).....	34

Appendix A: SF 424 and Certifications

# Executive Summary

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

### 1. Introduction

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

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

The County received approval from HUD to extend the current CP an additional year to encompass the FY 2018 program year. The CP will cover the period September 1, 2013, and will end August 31, 2019. The change will allow the County's plan to better coordinate with the five year plans of other entitlements in the County for purposes of preparing the Assessment of Fair Housing plan to Affirmatively Further Fair Housing. This will be a county-wide collaborative effort.

The primary federal funding resource in the 2013-2018 Consolidated Plan is the Community Development Block Grant (CDBG) Program. The main objective of this program is to develop viable urban communities by providing decent housing, a suitable living environment, and economic opportunities, principally for persons of low and

moderate income levels. Funds can be used for a wide array of activities, including: housing rehabilitation, construction or rehabilitation of public facilities and infrastructure, removal of architectural barriers, public services, rehabilitation of commercial or industrial buildings and loans or grants to businesses.

## 2. Summarize the objectives and outcomes identified in the Plan

In 2013, the County prepared a five-year plan for the fiscal years 2013 to 2017 which is now extended to include 2018. This is the fifth annual plan that will implement the goals and objectives outlined in that plan. These goals and objectives are:

- A. Improve and expand the existing housing for low-income households.
  - 1. Provide financial assistance for housing rehabilitation
  - 2. Support efforts to stabilize and expand affordable homeownership
  - 3. Provide support to organizations seeking to develop new rental housing, particularly for veterans, or make improvements to existing rental units that provide affordable housing
  - 4. Support actions to expand the supply of rental assistance and supportive housing for persons who are homeless
  
- B. Support improvements to public facilities and services
  - 1. Recreation center improvements
  - 2. Public library improvements
  - 3. Neighborhood Facilities
  - 4. Non-residential historic preservation
  
- C. Demolition of structures unsuitable for rehabilitation
  - 1. Improve, maintain, and expand infrastructure
  - 2. Improve streets
  - 3. Improve sidewalks, including curb ramp construction
  - 4. Improve water, sanitary and storm sewer systems
  - 5. Improve parks
  
- D. Support Public Services
  - 1. Provide funding to organizations that serve the County's elderly population
  - 2. Support actions to expand homeless prevention and rapid re-housing services and financial assistance
  - 3. Support the Continuum of Care and implementation of the Passaic County Ten Year Plan to End Homelessness
  
- E. Support actions to further economic development and creation of decent jobs
  
- F. Support planning and administration of community and housing development activities

During FY 2017, the County will use CDBG funds for activities in support of the goals for public facilities, infrastructure, public services and planning and administration.

### 3. Evaluation of past performance

Passaic County is currently administering the FY 2016 grant program. The program year runs from September 1, 2016 to August 31, 2017. The Comprehensive Annual Performance and Evaluation Report (CAPER) for this year will be available for public review during December, 2017. The last CAPER, for FY 2015, covered the period through August 31, 2016.

During FY 2015, the Passaic County received \$822,008 in CDBG funds and spent a total of \$405,719. The County allocated the grant funds to seven public infrastructure projects, one home reconstruction project (funds were re-allocated from FY 2013 and the project was implemented in FY 2015 and 2016), and three public services projects, including a fair housing outreach program.

During the year, the County received an additional \$50,245 in funds from HUD that were reallocated from Westchester County, NY due to their failure to meet low-income housing goals established in a court settlement on fair housing. Passaic County allocated these funds to a public infrastructure project on Ryerson Avenue in the Borough of Bloomingdale.

During FY 2016, Passaic County received \$810,869 and funded eight municipal and four public service projects. In addition, the County funded several smaller municipal projects from funds remaining from completed projects in older years. Three projects will be implemented starting September 2016 and reported on in the CAPER for FY 2016 in November 2017.

The County's Continuum of Care (Paterson/Passaic County CoC) utilizes McKinney-Vento funds from HUD to support permanent supportive housing, the Homeless Management Information System and a Rapid Re-housing program. The CoC received \$3.7 million in funding in FY 2016.

### 4. Summary of Citizen Participation Process and consultation process

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

1. Informing the municipalities and organizations of the availability of funds, application deadline, and first public hearing date. Letters and emails were sent out in early December 2016.
2. The first public meeting was held on February 3, 2017. Information about the hearing was sent to all municipalities and interested agencies in December 2016. The hearing was advertised in two local newspapers and a blast email reminded interested parties of the hearing.
3. The Action Plan was disseminated by email to all of the participating jurisdictions as well as organizations that represent low- and moderate-income persons and those with limited English proficiency. The second public hearing announcement was included in this communication.
4. A second hearing was held prior to the regularly scheduled meeting of the Passaic County Board of Chosen Freeholders on June 27, 2017 at 5:30 pm. The hearing was advertised with the availability of the Action Plan for display and disseminated through agencies that have contact with low- and moderate-income persons and those with limited English proficiency.

5. Summary of public comments

TBD

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

Not applicable.

7. Summary

Materials from the County's public outreach efforts are included in the "Public Outreach" attachment.

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

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

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Table 1 – Responsible Agencies

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

### Consolidated Plan Public Contact Information

Name: Deborah Hoffman, Director  
Position: Division of Economic Development  
Department of Planning and Economic Development  
Telephone Number: 973-569-4721  
Cell Number: 201-738-3039  
Fax Number: 973-569-4725  
Address: 930 Riverview Drive, Suite 250 Totowa, NJ 07512  
Email: [deborahh@passaiccountynj.org](mailto:deborahh@passaiccountynj.org)

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### 1. Introduction

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

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

CDBG funds will provide support to two public service agencies that deliver services to the elderly. There is an identified need for services to the elderly for assistance with independent living.

The County's CDBG funds will also support the provision of advocacy services to youth living in foster care.

The Passaic County Housing Agency does not own or manage public housing in Passaic County. The Passaic County Housing Agency administers Section 8 vouchers only. When CDBG funds are used to provide assistance to persons living in the community, those that participate in the Section 8 program will also benefit.

The Continuum of Care (Coc) is administered by the Passaic County Department of Human Services. Through the CoC, Passaic County links to all mental health, homeless, services and health organizations.

The County's CDBG funds will also support fair housing counseling services to residents to ensure compliance with fair housing rules and regulations.

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

The Passaic County Department of Human Services facilitates the COC process and was consulted on several occasions for input on the Five-Year plan and FY 2017 Annual Plan. The County Plan to End Homelessness and the FY 2016 CoC application were referenced extensively throughout the Consolidated Plan.

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

Passaic County does not receive ESG funds.

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

Agencies were directly consulted during the Five-Year Consolidated Plan process and provided with an opportunity to comment during the FY 2017 Annual Plan process. Many more received initial invitations to participate in the process and/or attended CoC meetings during which the Consolidated Plan goals and objectives were discussed.

Agencies and groups that participated in the preparation of the goals and objectives and received an invitation to participate in the 2017 Annual Plan process are listed below.

Table 2 – Agencies, groups, organizations who participated

<b>Agency/Group/Organization</b>	<b>Agency/Group/Organization Type</b>
Passaic County Housing Agency	Public Housing
Passaic County Department of Planning and Economic Development	County Government
Passaic County Department of Human Services	County Government, Services - Homeless
Passaic County Department of Senior Services, Disability and Veterans Affairs	County Government
Workforce Development Board of Passaic County	County Government
Catholic Family and Community Services	Services – Not for Profit
NewBridge Services	Services – Not for Profit
Addiction Services	Services – Substance Abuse
Strengthen Our Sisters	Services – Domestic Violence
St. Joseph’s PATH Program of Passaic County	Services – Mental Health, Homeless
Habitat for Humanity	Housing - Not for Profit

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

All agency types were consulted.

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

Table 3 – Other local / regional / federal planning efforts

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
HOPE in Passaic County, a Ten Year Plan to End Homelessness	Passaic County Department of Human Services	The Ten-Year plan was used to create the homeless strategies and to understand the housing needs and market analysis.
Workforce Development Board (WDB)	Workforce Development Board of Passaic County	The WDB goals influenced the Strategic Plan's economic development goals.

**AP-12 Participation – 91.105, 91.200(c)**

1. Summary of citizen participation process/Efforts made to broaden citizen participation

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

1. Informing the municipalities and organizations of the availability of funds, application deadline, and first public hearing date. Letters and emails were sent out in December 2016.
2. The first public meeting was held on February 3, 2017. Information about the hearing was sent to all municipalities and interested agencies in December 2016. The hearing was advertised in two local newspapers and a blast email reminded interested parties of the hearing.
3. The Action Plan was disseminated by email to all of the participating jurisdictions as well as organizations that represent low- and moderate-income persons and those with limited English proficiency. The second public hearing announcement was included in this communication.
4. A second hearing was held prior to the regularly scheduled meeting of the Passaic County Board of Chosen Freeholders on June 27, 2017 at 5:30 pm. The hearing was advertised with the availability of the Action Plan for display and disseminated through agencies that have contact with low- and moderate-income persons and those with limited English proficiency.

Outreach, particularly to municipalities, establishes the local priorities for funding. Each municipality that has an eligible CDBG project is considered for funding.

Table 4 – Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Needs Hearing	General Public	12 people attended the 1 <sup>st</sup> Public Needs Hearing	No comments were received.	None	N/A

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Newspaper Ads	General Public	The newspaper ads were used to inform the public of the first and second public hearings as well as the availability of the plan.	TBD	None	N/A
3	Public Hearing	General Public	Freeholder Meeting - XX people in attendance	TBD	None	N/A
4.	Letters/Emails	Municipalities and Agencies	Sent to inform entities of process	TBD	None	N/A

# Expected Resources

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

### Introduction

The County became an entitlement community as an Urban County for the receipt of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) in 2008. The County is allocated a CDBG grant each fiscal year. In FY 2017, the amount projected to be allocated by HUD to Passaic County is \$700,000. HUD has not yet issued final allocations amounts. The sum is less than prior years since we do not know if HUD will once again distribute the Westchester County funds due to on-going fair housing litigation. The Borough of Ringwood has declined to participate in the Urban County which further impacted the allocation.

Table 5 - Expected Resources – Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Federal	Infrastructure improvement, public facility improvements, housing rehabilitation, public services and administration	\$700,000	0	0	\$560,000	Block grant from HUD to address housing, community development and economic development needs in Passaic County.	

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

Each municipality will leverage the CDBG funds with community funds to provide engineering services for their projects. The County does not pay for engineering. 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. In addition, some municipalities may have secured state grants to apply toward construction costs. However, there are no matching fund requirements for CDBG funding.

The Passaic County Public Housing Agency 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 2017 CoC program later this summer.

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

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

There is no intent to use publically owned land for needs identified in the plan other than to improve existing public infrastructure and facilities.

# Annual Goals and Objectives

## AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Table 6 – Goals Summary

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Facility Improvements	2017	2018	Non-Housing Community Development	Urban County	Public Facility Improvements	\$70,000	Public Facility/Infrastructure other than LMI Housing Benefit: 6,705 Persons
2	Infrastructure Improvements	2017	2018	Non-Housing Community Development	Urban County	Infrastructure Improvements	\$345,000	Public Facility/Infrastructure other than LMI Housing Benefit: 2,205 Persons
3	Public Services	2017	2018	Homeless Non-Homeless Special Needs	Urban County	Public Services	\$102,900	Public Services other than LMI Housing Benefit: 100 Persons
4	Affordable Housing	2017	2018	Housing	Urban County	Housing	\$42,100	Reconstruction of vacant blighted homes: 15 Housing Units

Table 7 – Goal Descriptions

Goal	Description
Public Facility Improvements	Support improvements to public facilities and services, including: parks, recreation center improvements; public library improvements; neighborhood facilities; non-residential historic preservation; demolition of structures unsuitable for rehabilitation.
Infrastructure Improvements	Improve, maintain, and expand infrastructure, including: improving streets; improving sidewalks, including curb ramp construction; improving water and sewer systems.
Public Services	Support public services, including: providing funding to organizations that serve the County’s elderly population; supporting actions to expand homeless prevention and rapid re-housing services and financial assistance; supporting the Continuum of Care and implementation of the Passaic County Ten Year Plan to End Homelessness; providing funding to organizations that serve the County’s special needs population.
Affordable Housing	CDBG funds will be used to support the Wanaque Housing Rehabilitation Program. The Borough identified over 100 homes in need of rehabilitation.

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

Passaic County does not receive HOME funds. CDBG funds will be used to rehabilitate affordable housing in the Borough of Wanaque in FY 2017.

## AP-35 Projects – 91.220(d)

### Introduction

The following project information for FY 2017 provides a comprehensive overview on the planned CDBG activities.

Table 8 – Project Information

#	Project Name
1	CDBG Administration
2	Borough of Bloomingdale – Henion Place - Leary Ave. Sanitary Sewer Line Replacement
3	Borough of N. Haledon – Buehler Cultural Center ADA Accessibility Improvements
4	Township of Little Falls – Roadway Improvements: Coney Road and Veranda Street
5	Little Falls Public Library – ADA Door Actuator
6	Borough of Totowa – Sanitary Sewer Lining (Phase VII) – Totowa Road between Mitchell Avenue and St. James Place and St. James Place between Lind Road and Totowa Road
7	Borough of Wanaque – Housing Rehabilitation Program
8	Borough of Woodland Park – Haverhill Avenue Water Main Replacement
9	Township of Milford – Community Transportation Program Vehicle
10	Catholic Family and Community Services – Project LINC
11	Fair Housing Council of Northern NJ – Housing Discrimination Counseling
12	CASA – Court Appointed Advocacy for Victims of Child Abuse

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

The allocations were selected based on eligibility of the activity, its ability to meet a national objective, and the evidence of need in the community. Further consideration was given to the past history of expenditure of CDBG funds by the community and whether the FY 2017 request was related to previously 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.

In the Five-Year CP, obstacles such as a lack of funding, NIMBYism, a lack of affordable housing, limited infrastructure in the community, Highlands development

restrictions, and escalating costs to provide housing were cited as obstacles to providing affordable housing.

The County will continue to provide resources to assist homeless and low-income persons obtain housing.

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

The Passaic County Human Services Department offers several programs to combat homelessness and is the administrator of H.O.P.E. in Passaic County, the County's plan to end chronic homelessness.

## AP-38 Projects Summary

Table 9 – Project Summary

#	Project	Description	\$
1	CDBG Administration	Planning and administration for CDBG program.	\$140,000
2	Borough of Bloomingdale - Henion Place Reconstruction	Replacement of sewer lines, sewer laterals, manholes and repaving of the road.	\$80,000
3	Borough of N. Haledon -	Phase I: Handicapped accessible ramps, rails and guards, door actuators, and electrical, plumbing and mechanical work related to exterior ADA compliance.	\$50,000
4	Township of Little Falls	Roadway Improvements Coney Road and Veranda Street. Sidewalk replacement; milling and paving of the roadway; upgrade storm water infrastructure, curb replacement; ADA ramps; reset existing roof leaders; new concrete driveway aprons; reset paver driveways, crosswalk and stop striping; guiderail.	\$80,000
5	Little Falls Public Library	Replace 30 year old automatic doors (no longer able to repair) to provide ADA access.	\$20,000

6	Borough of Totowa - Sanitary Sewer Lining (Phase VII)	Installation of cured-in-place pipe liner and sealing of manholes, along the length of the sanitary sewer line. Seal sanitary sewer lateral connections at the main, and rehab of sanitary manholes within the project limits. 70+ year old clay pipes, brick manholes.	\$80,000
7	Borough of Wanaque – Housing Rehabilitation	Wanaque Housing Rehabilitation Program	\$42,100
8	Borough of Woodland Park - Haverhill Avenue Water Main Replacement	Repair and replace all water infrastructure within first 700 feet; repair roads and curbs that have been disturbed during construction; replace valves, fire hydrants. Current water main is 90 years old and has broken 6+ times within the last 10 years.	\$105,000
9	Township of West Milford - Community Transportation Program Vehicle	Purchase a new Elkhart Coach bus for an existing bus transportation system. Currently transports low-income adults, seniors and disabled individuals to doctor's offices, grocery stores, pharmacies, banks, the Post Office, Community Center, and Township Library - all in West Milford. Ridership estimated at 14,047 one-way trips per annum. \$43,286 costs of operation.	\$57,900
10	Catholic Family and Community Services - Project LINC	Provision of social services to seniors and disabled individuals in Passaic County.	\$30,000
11	Fair Housing Council of Northern NJ - Housing Discrimination Counseling	Provision of fair housing counseling and fair housing complaint services.	\$5,000
12	CASA - Court Appointed Advocacy for Victims of Child Abuse	Training of Court Appointed Special Advocates (CASA) volunteers to provide advocacy services to youth living in foster care from birth through age 21.	\$10,000

## **AP-50 Geographic Distribution – 91.220(f)**

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

The areas of Passaic County that have a concentration of Non-White and Latino populations are limited but have increased since 2000. Census Block Groups in Haledon, Prospect Park, Wanaque, Pompton Lakes, and Woodland Park have higher concentrations of Non-White and Latino households in addition to concentrations of low- and moderate-income people.

There were no target areas selected for use of CDBG funding.

### **Rationale for the priorities for allocating investments geographically**

Assistance is not directed to any specific geographic area in the County. The 2017 Annual Action Plan maps show the location of the site-specific activities.

Area benefit projects in FY 2017 will take place in areas of low- and moderate-income concentration throughout the County.

All the CDBG funding (100%) will benefit LMI clientele either through area benefit or as presumed benefit populations throughout the County.

# Affordable Housing

## AP-55 Affordable Housing – 91.220(g)

### Introduction

The County does not receive HOME funds and CDBG funding is limited. Housing is not a major component of the program. However, the Borough of Wanaque has \$300,000 in funding available and will leverage CDBG funds to deliver a housing rehabilitation program which is expected to serve 15 homes.

Table 10 - One Year Goals for Affordable Housing by Support Requirement  
**One Year Goals for the Number of Households to be Supported**

Homeless	0
Non-Homeless	15
Special-Needs	0
Total	15

Table 11 - One Year Goals for Affordable Housing by Support Type  
**One Year Goals for the Number of Households Supported Through:**

Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	15
Acquisition of Existing Units	0
Total	15

## **AP-60 Public Housing – 91.220(h)**

### Introduction

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

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

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

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

Passaic County Housing Agency has a family self-sufficiency program, including job training, development of employment skills, educational activities, and savings accounts for the development of economic self-sufficiency. This program serves approximately 80 families annually of a total of 835 Housing Agency Section 8 families.

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

N/A – Not a troubled agency.

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

### Introduction

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

### **Describe the jurisdictions' one-year goals and actions for reducing and ending homelessness including:**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

A single point of access for shelter is managed through 2-1-1. When someone calls 2-1-1 for shelter placement, a diversion and eligibility screening is conducted to streamline access. Further, the CoC maintains a coordinated assessment and prioritization list to place individuals in permanent supportive housing.

During the year, provider agencies regularly provided outreach to homeless living on the street and those at risk of becoming homeless. The PATH Program provides regular outreach at known locations. Further, through partnership with the eviction courts, PATH has addressed the needs of those at-risk of losing their housing. When families are removed from the welfare list, outreach is conducted to see if they have short-term places to live and long-term plans for permanent housing. Additional street outreach is conducted by "They Have A Name" to encourage people to move to shelter and services.

The SSVF and Salvation Army coordinate street outreach to homeless veterans.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Unfortunately, due to stricter implementation of eligibility and time requirements for emergency assistance, Passaic County saw a decrease in the number of sheltered homeless from 2016 to 2017, and an increase in unsheltered homeless. To offset this loss, the County is directing SSH (Supportive Services for the Homeless) funds to provide resources to the Paterson Task Force to open additional shelter beds, as well as working to try and provide emergency hotel stays when needed. The system is consistently evaluating the needs and resources for shelter, especially with feedback from NJ-211, and is working to provide more permanent options in the community to move clients out of shelter and transitional programs more quickly.

Shelter and transitional housing providers are moving toward rapid re-housing, housing first and limiting stays prior to permanent housing entry. Funds were reallocated from PSH programs to fund rapid re-housing. The Passaic County Homeless Trust Fund has also funded rapid re-housing and services in support of rapid re-housing projects. The State DCA funded 500 state-wide rental assistance vouchers for chronically homeless to be matched by services provided by local agencies. NJCDC is administering 50 vouchers and matching with services funded from the County's Homeless Trust Fund.

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

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

The Passaic County Department of Human Services has hired a full-time veteran's services staff member to coordinate the goal of ending homelessness for veterans. Veteran Affairs Supportive Housing (VASH) staff members are active in the CoC and its sub-committees. This coordination has resulted assistance to veterans in securing and maintaining housing. Catholic Charities and Community HOPE are the lead agencies for SSVF to provide services.

The 10-Year Plan for Ending Homelessness in Passaic County (H.O.P.E.) is working to achieve its goals through implementation of these strategies:

- Create a single point of entry;
- Continue to expand housing first to reach a total of 600 units for chronically homeless persons and families;
- Increase the capacity of the non-profit sector to develop, manage, and operate permanent supportive housing;

- Develop partnerships with public housing authorities and have them adopt a preference for the chronically homeless;
- Create a central list of eligible chronically homeless individuals and families so that those most in need of housing secure a place to live.

The CoC is working to shorten the length of time persons are homeless. To this end, transitional housing is being phased out and more permanent supportive housing created. The Hispanic Center Transitional Housing was restructured as a homeless shelter.

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

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

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

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

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

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

### Introduction

The Five-Year Plan identified barriers to home ownership 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.

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

To overcome the obstacles of providing 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. Passaic County allocated CDBG funds in FY 2013 to support housing rehabilitation for homeowners which was initiated in FY 2014. In FY 2017, Passaic County has allocated CDBG funds for the Wanaque Housing Rehabilitation Program. In addition, Passaic County will provide a certification of consistency to projects that meet local codes and land use requirements.

Further, to address institutional impediments, steps are being taken by various governmental agencies, including the Passaic County Department of Planning and Economic Development 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.

## **AP-85 Other Actions – 91.220(k)**

### Introduction

In the Five-Year CP, obstacles such as a lack of funding, NIMBYism, a lack of affordable housing, limited infrastructure in the community, Highlands development restrictions, and escalating costs to providing housing were cited as obstacles to providing affordable housing.

### Actions planned to address obstacles to meeting underserved needs

Through the allocation of funds in this Annual Plan, 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 Agency provides rent vouchers to offset the high cost of rental housing in the County.

The Passaic County Human Services Department offers several programs to combat homelessness and is the administrator of H.O.P.E. in Passaic County, the County's plan to end chronic homelessness. The County has a homeless trust fund which will provide resources to address homelessness.

### Actions planned to foster and maintain affordable housing

Prior year allocations of funding provided resources for a housing rehabilitation program. This program was designed to address serious and imminent threats for which a homeowner has no resources to address and could cause them to lose their home. Although the County terminated the program at the end of 2015 because of the administrative burden, a total of 12 units will have been rehabilitated due to these efforts.

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

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

## Actions planned to reduce 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. The State recently announced its plans to reinstate funding for lead-based paint remediation. The County will once again be able to refer owners to this program.

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

## Actions planned to reduce the number of poverty-level families

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

## Actions planned to develop institutional structure

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

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

The County will continue efforts to enhance coordination between agencies by creating partnerships in the implementation the Section 3 outreach initiative and the Passaic County Interagency Council on Homelessness. The Section 3 outreach effort will partner with the Passaic County Workforce Development Center and the agencies involved in the Human Services Advisory Board to identify Section 3 individuals and businesses and to provide feedback on available job opportunities. The Passaic County CEAS/Continuum

of Care is comprised of providers of homeless services and prepares the McKinney application for funding from HUD.

# Program Specific Requirements

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

### Introduction

This section describes program specific requirements for CDBG funds.

### Community Development Block Grant Program (CDBG)

#### Reference 24 CFR 91.220(I)(1)

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

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

### Other CDBG Requirements

1. The amount of urgent need activities	\$0
---	-----

## SF 424 and Certifications

**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\* 2. Type of Application:**

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

B-17-UC -34-0112

5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

Passaic County

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

22-600-2466

\* c. Organizational DUNS:

0631488110000

**d. Address:**

\* Street1:

401 Grand St.

Street2:

\* City:

Paterson

County/Parish:

\* State:

NJ: New Jersey

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

07505

**e. Organizational Unit:**

Department Name:

Dept. of Planning and Economic

Division Name:

Economic Development

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

Ms.

\* First Name:

Deborah

Middle Name:

\* Last Name:

Hoffman

Suffix:

Title:

Director

Organizational Affiliation:

Economic Development

\* Telephone Number:

973-569-4720

Fax Number:

973-569-4725

\* Email:

Deborahh@passaiccountynj.org

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.218

CFDA Title:

Community Development Block Grant Program

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

FY 2017 Community Development Block Grant Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant **8**

\* b. Program/Project **11, 5, 8**

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date: **1/9/2017**

\* b. End Date: **31/8/2018**

**18. Estimated Funding (\$):**

* a. Federal	<b>700000</b>
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	<b>700,000</b>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

**\*\* I AGREE**

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

## 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.

**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

## 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) **2017**, \_\_\_\_\_ (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

\_\_\_\_\_  
Title

**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

\_\_\_\_\_  
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

\_\_\_\_\_  
Title

## 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

## 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:**

#### **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.