Invitation to Apply for a Fiscal Year 2011 Passaic County Community Development Block Grant as funded by the US Department of Housing and Urban Development

January 12, 2011

You are invited to submit an application to the County of Passaic for Community Development Block Grant (CDBG) funding for F.Y. 2011. The application is due by **March 18, 2011, 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 **$975,000** from the Fiscal Year 2011 US Department of Housing and Urban Development (HUD) CDBG Program. Of the total grant award, approximately **$780,000** 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 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 call Deborah Hoffman at 973-569-4720. Please note, the application requires an approval by the municipal governing body and must be signed by an authorized representative of the governing body.

A public hearing and workshop to discuss the grant and the F.Y. 2011 Community Development Block Grant application will be held on February 10, 2011, 1:00 PM – 2:30 PM, 930 Riverview Drive, Totowa, NJ, 07512, Suite 250.

A Fair Housing and Zoning Workshop will be held immediately following the public hearing/application workshop. All municipalities intending to submit an application for FY 2011 funds must be represented. Zoning and Planning officials are welcome. This one-hour workshop will discuss zoning compliance under the federal Fair Housing law. As a recipient of US HUD funds, Passaic County certifies that it affirmatively furthers fair housing and that participating jurisdictions do not discriminate against persons based on race, color, creed, national origin, sex, familial composition or disability.

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 ❖ www.passaiccountynj.org

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 2010 response.

Projects must serve lower income residents. **A map depicting the low-moderate income areas in all 12 participating municipalities is provided.** However, 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.

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 fourth 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

2011

APPLICATIONS MUST BE RETURNED TO THE DEPARTMENT OF ECONOMIC DEVELOPMENT

BY **MARCH 18, 2011, 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 2011 CDBG application in a clear, comprehensive and concise manner. Remember to **complete all sections** and provide sufficient documentation to ensure fair consideration of your application.
2.	When appropriate, provide Architect and/or Engineer's cost estimates. **No** 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, **provide personnel and job descriptions** with detailed salary and wage information.
4.	**All applicants must provide an area map noting the location of the project**. Please provide enough detail to describe your service area.
5.	**If your project involves rehabilitation to a building, please provide a photograph of the structure and surrounding buildings. (Photographs in an electronic/digital format are requested along with print versions). If the building is historic, all work must be done in compliance with the US Secretary of the Interior's Standards.**
6.	**Project leveraging** is not required but is suggested. Please complete the **Budget Narrative Attachment**, 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 **WILL NOT** pay for the following: • Salaries of supervisory personnel – only the salaries of direct staff involved in the project are eligible • Overhead – office space, utilities, telephone, etc. will not be paid for unless dedicated **EXCLUSIVELY** to the use of the CDBG funded activity. There will be no pro-rating of such expenses. • 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. • For public service activities – Facility maintenance or repair is not eligible. Apply for public improvement funds if your building is in need of rehabilitation. • 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. **All work paid for with CDBG funds must be competitively bid.**
8.	Please ensure that your application has been signed by the appropriate agency official. **Approval by your CITY COUNCIL OR BOARD OF DIRECTORS** 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: (See Exhibit A)		
3.	CDBG Funding Year: FY 2011		
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: ☐ Municipality ☐ 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: (street address)		

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:

- ☐ Streets, curbs, sidewalks
- ☐ Storm and sanitary sewers
- ☐ Water lines
- ☐ Parks
- ☐ Community centers, senior centers
- ☐ Parking lots
- ☐ Fire Stations
- ☐ Other, specify

Public Services:

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

Other:

- ☐ Acquisition
- ☐ Demolition
- ☐ Housing rehabilitation
- ☐ Homeownership assistance (down payment and closing costs)
- ☐ Planning
- ☐ 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
- ☐ Battered spouses
- ☐ Elderly persons
- ☐ Severely disabled adults (use census population report definition)
- ☐ Homeless persons
- ☐ Illiterate adults
- ☐ Persons living with AIDS
- ☐ 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.

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

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**
DETAIL SCOPE OF WORK AND COST ESTIMATE FOR EACH ITEM		
BUDGET TOTAL		

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**
• **Application completed and certification signed**			
• **Project location map attached**			
• **Architect / Engineer cost estimates**			
• **Provided photographs of rehab structure(s) in print and electronic format, if applicable**			
• **Council/Board Resolution**			
• **Questionnaire for Removal of Regulatory Barriers to Fair and Affordable Housing (To be Completed by Municipal entities only)**			

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

Please complete the following survey and indicate if there are any changes since your FY 2010 survey.

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.	☐ **No**	☐ **Yes**
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?	☐ **No**	☐ **Yes**
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: **a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and,** **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?** **(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.).** **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.**	☐ **No**	☐ **Yes**
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?	☐ **Yes**	☐ **No**
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.	☐ **No**	☐ **Yes**
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?	☐ **No**	☐ **Yes**
7. If your jurisdiction has impact or other significant fees, does the jurisdiction provide waivers of these fees for affordable housing?	☐ **No**	☐ **Yes**

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

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?	☐ **No**	☐ **Yes**
9. Does your jurisdiction's zoning ordinance or land use regulations permit group homes "as of right" in all residential districts and zoning classifications? **Please attach a copy of the definition of "family: if your jurisdiction's code contains one.**	☐ **No**	☐ **Yes**
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?	☐**No**	☐ **Yes**
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.	☐ **No**	☐ **Yes**
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?	☐ **No**	☐ **Yes**
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.)	☐ **No**	☐ **Yes**
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?	☐ **No**	☐ **Yes**
15. Does your jurisdiction provide for expedited or "fast track" permitting and approvals for all affordable housing projects in your community?	☐ **No**	☐ **Yes**
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?	☐ **No**	☐ **Yes**

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

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?	☐ **No**	☐ **Yes**
18. Does your jurisdiction have an explicit policy that adjusts or waives existing parking requirements for all affordable housing developments?	☐ **No**	☐ **Yes**
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?	☐ **Yes**	☐ **No**
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)?	☐ **Yes**	☐ **No**

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 in 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 2010 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Very Low (30%) Income Limits	$19,400	$22,150	$24,900	*$27,650*	$29,900	$32,100	$34,300	$36,500
Low (50%) Income Limits	$32,300	$36,900	$41,500	*$46,100*	$49,800	$53,500	$57,200	$60,900
Moderate (80%) Income Limits	$45,100	$51,550	$58,000	*$64,400*	$69,600	$74,750	$79,900	$85,050

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 2010

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 three (3) 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 <u>program income</u>.**

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

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