

**Hudson County Division of Housing and Community Development  
Community Development Block Grant- Public Service**

**Application Overview**

**General Information**

The Community Development Block Grant (CDBG) program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. The Entitlement Program is the portion of the CDBG Program that provides block grant funds to metropolitan cities and urban counties. The Department of Housing and Urban Development (HUD) awards CDBG grants to entitlement communities to carry out affordable housing and community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services.

Hudson County, in partnership with seven municipalities within the county through an interlocal agreement, receives CDBG funds on an entitlement basis as an Urban County Consortium. The Division of Housing and Community Development (the “Division”) administers the CDBG Program for the Urban County Consortium which includes the municipalities of East Newark, Guttenberg, Harrison, Kearny, Secaucus, Weehawken and West New York. The Division provides funding to municipalities, non-profits, and public agencies to address a myriad of community, housing and economic development needs. Predominantly serving low and moderate income neighborhoods and households, its programs serve as valuable tools to empower people to create viable urban communities as well as safe, affordable and decent housing opportunities.

The Division of Housing and Community Development (the “Division”) is issuing separate applications for Public Service Projects and Infrastructure/Construction projects. This document provides information and instructions for organizations and agencies interested in applying for **CDBG Public Service funds**.

**Eligible applicants:**

- Private non-profit organizations that have received 501(c)(3) federal tax exempt status from the U.S. Internal Revenue Service (IRS) and are registered as non-profit corporations in the State of New Jersey
  
- Public Agencies

**Funding cycle:**

The Division is seeking applicants for 2015 CDBG Public Service Funds. The 2015 program year runs from July 1, 2015 through June 30, 2016.

**Estimated Funds Available:**

Program Year 2015 Public Service Funds Estimate – Approximately \$300,000

**Application Schedule:**

February 13, 2015	Hudson County Division of Housing and Community Development releases application for CDBG funding
<b>March 6, 2015</b>	<b>Application Deadline.</b> Applications must be submitted no later than 4:00 p.m.
April 24, 2015, tentative date	Hudson County Freeholders approve funding for 2015 projects.
May 15, 2015	Hudson County Five Year Consolidated Plan and Annual Action Plan submitted to HUD
July 1, 2015	HUD approves Annual Action Plan and Funding recommendations

**Pre-Application Assistance:**

Applicants seeking technical assistance as they develop their application can contact Heather Hanks at: [hhanks@hcnj.us](mailto:hhanks@hcnj.us) or 201-369-4520.

**Submission Instructions:**

Applicants must submit one original application and all attachments. No additional copies are required. Applicants should submit separate applications for each project they are seeking funding for. Applications can be mailed or dropped off by the deadline above to:

Heather Hanks  
Hudson County Division of Housing and Community Development  
257 Cornelison Avenue, 2<sup>nd</sup> Floor  
Jersey City, NJ 07302

In addition, an electronic copy of the application and all attachments must also be provided in PDF format, and the budget must be provided as an Excel file. Applicants can either email the application to [hhanks@hcnj.us](mailto:hhanks@hcnj.us) or submit on a CD or a USB flash drive by the deadline above.

## Overview of CDBG Program Requirements

### CDBG National Objective:

CDBG Public Service projects must principally benefit low and moderate income persons. Determination is based on limited clientele or area benefit activity.

**Low- and moderate-income** is defined as having an income equal to or less than 80 percent of the area median income, adjusted for household size. 2014 income limits are below. Note that 2015 Income limits will be published in February 2015 and all projects will be required to utilize current limits when programs are implemented.

Income Limits	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
<b>30% of Median Family Income (Extremely Low)</b>	\$15,800	\$18,050	\$20,300	\$22,550	\$24,400	\$26,200	\$28,000	\$29,800
<b>50% of Median Family Income (Very Low)</b>	\$26,350	\$30,100	\$33,850	\$37,600	\$40,650	\$43,650	\$46,650	\$49,650
<b>80% of Median Family Income (low Income)</b>	\$42,150	\$48,150	\$54,150	\$60,150	\$65,000	\$69,800	\$74,600	\$79,400

**Limited Clientele activity-** This is the category most often used for public service activities. Limited clientele activities are activities limited to a specific group of persons. At least 51% of those served must be low and moderate income persons. Services qualifying under this category serve a specific clientele, rather than providing service to all persons in a geographic area. Limited clientele activities may qualify as either a *presumed benefit activity* or a *direct benefit activity*.

A *presumed benefit activity* is one that exclusively serves a specific group of people that HUD categorically considers to be low and moderate income persons. These categories include: abused children, battered spouses, elderly persons, homeless persons, illiterate adults, persons living with AIDS, migrant farm workers, and severely disabled adults as defined by the Bureau of Census. The project sponsor must document that the activity is designed to be used exclusively by a category of persons presumed by HUD to be low and moderate income.

If the clientele served does not fall under one of the presumed benefit category of persons, it may qualify as a *direct benefit activity* which serves low and moderate income persons. The project sponsor must verify and maintain documentation regarding the family size and income of each person served. At least 51 percent of the clientele served must be low and moderate income persons or the activity funded must be limited exclusively to low and moderate income persons. The *nature and location* of the activity may also support a conclusion that primarily low and moderate income persons are served. To qualify under this definition, the service provided must be both of such nature and in such location that it may reasonably be concluded that the activity's clientele will primarily be low and moderate income persons. Please contact Division staff for technical assistance if qualifying clientele using this category.

**Area Benefit** activity. Area benefit activities are activities that benefit all residents in a particular area where the residents are primarily low and moderate income. The area served must be primarily residential in nature and the activity must be designed to meet the identified needs of low- and moderate-income persons. The claimed boundaries of the service area must encompass the entire service area for the activity, must be specifically delineated in the application, and the basis for determining the boundaries must be substantiated. Eligible Hudson County Census Block Group and Census Tracts are listed below. Maps can be obtained by emailing [hhanks@hcnj.us](mailto:hhanks@hcnj.us)

*Census Data*

In the County of Hudson a project is eligible under the **low/mod-income area benefit** if at least **51.00%** of the persons residing in an area are low/mod-income persons.

*Listed below are the Census Tracts/Block Groups where at least 51.0% of the residents in a census tract/block group are low/mod-income persons.*

Municipality	Eligible Census Tract	Block Groups	Low/Mod Persons	Low/Mod Universe	Low/Mod Percentage
East Newark	0134.00	1	505	960	52.60%
Guttenberg	0150.02	1	1,440	2,050	70.24%
	0150.02	2	880	1,495	58.86%
	0150.02	3	1,220	2,015	60.55%
	015100	2	955	1,475	64.75%
Harrison	0135.00	3	1,250	1,675	74.63%
	0136.00	1	635	1,020	62.25%
	0136.00	2	780	1,085	71.89%
	0137.00	1	1,025	1,560	65.71%
Hoboken	0187.02	2	895	1,300	68.85%
	0190.00	3	905	1,185	76.37%
	0190.00	4	1,935	2,065	93.70%
	0193.00	2	650	810	80.25%
Kearny	0130.00	1	805	1,555	51.77%
	0130.00	2	810	1,065	76.06%
	0131.00	1	1,200	2,230	53.81%
	0132.00	1	780	1,385	56.32%
	0132.00	3	760	1,360	55.88%
	0133.00	1	430	785	54.78%
Secaucus	0200.00	1	595	1,020	58.33%
Weehawken	0180.00	1	935	1,730	54.05%
	0180.00	2	735	1,285	57.20%
WestNew York	0152.02	2	855	1,535	55.70%
	0152.02	3	580	880	65.91%
	0152.02	4	1,250	1,810	69.06%
	0153.00	1	1,005	1,830	54.92%
	0153.00	2	545	915	59.56%
	0153.00	3	1,675	2,025	82.72%
	0155.00	1	560	855	65.50%
	0155.00	2	1,570	2,425	64.74%
	0155.00	3	1,130	1,630	69.33%
	0156.00	1	1,175	1,675	70.15%
	0156.00	2	1,415	2,215	63.88%
	0157.00	1	1,150	1,825	63.01%
	0157.00	2	1,455	2,140	67.99%

	0158.02	1	1,380	2,500	55.20%
	0158.02	2	945	1,125	84.00%
	0158.02	3	1,445	2,035	71.01%
	0159.00	1	1,055	1,495	70.57%
	0159.00	2	1,145	1,505	76.08%
	0159.00	3	1,160	1,630	71.17%
	0159.00	4	615	965	63.73%
	0160.00	1	825	1,275	64.71%
	0160.00	2	1,160	1,885	61.54%
	0324.00	1	1,205	1,585	76.03%
	0324.00	2	1,030	1,330	77.40%
	0324.00	3	2,035	2,640	77.08%

*\*Data Used for Calculations:*

*The calculations are based on U.S. Department of Housing and Urban Development (HUD)'s Low/Mod Income Summary Data (LMISD). The LMISD support the Community Development Block Grant (CDBG) National Objective of providing benefit to low-and moderate-income persons on an area basis (LMA).*

*The LMISD are derived from special data tabulations provided to HUD by the U.S. Census Bureau. The special tabulations include data on family income, which were based on the Decennial Census in previous years and are now based upon the American Community Survey (ACS).*

**Service area**

Hudson County CDBG funds are targeted to programs that predominantly serve persons residing in areas participating in the Hudson County Urban County Consortium (Consortium). The Consortium includes the municipalities of East Newark, Guttenberg, Harrison, Kearny, Secaucus, Weehawken and West New York. The remaining municipalities of Jersey City, Hoboken, Bayonne, North Bergen and Union City receive separate allocations of CDBG funding. Proposed projects should not limit their services to residents of communities located outside of the Hudson County Consortium.

**Eligible Activities**

Public service activities which are directed toward improvement of the quantity and quality of community services principally benefiting persons of low and moderate income are eligible for funding. These activities include, but are not limited to, services concerned with employment, crime prevention, child care, health, substance abuse counseling and treatment, education, fair housing counseling, and recreational needs.

The services funded must be either a new service or a quantifiable increase in the level of service above that which was provided by or on behalf of the unit of the general local government through funds raised by such unit, or received by such unit from the State in which it is located during the 12 months prior to submission of the grantee's applicable Action Plan to HUD for use of these funds. Projects must demonstrate that the CDBG funding applied for would not merely replace (supplant) other state or local government funding for an existing service. Services that were originally funded as a new or increased level of service are eligible for continued funding.

**Eligible costs** include labor, materials, supplies, some operating and maintenance costs for the portion of the facility in which the public service is located, and equipment necessary for the provision of the public service.

**Ineligible costs** include income payments, assistance for buildings used for the general conduct of government, general local government expenses, political activities, and the purchase of equipment except

equipment that constitutes all or part of a public service. Income payments are payments made to an individual or family to provide basic levels of food, shelter, or clothing but do not include emergency grant payments referenced above under eligible activities.

### **Hudson County Alliance To End Homelessness Participation**

All projects **primarily** serving homeless persons must demonstrate that they will work in coordination with the Hudson County Alliance to End Homelessness (HCAEH) which serves as Hudson County's Continuum of Care. In addition, agencies receiving CDBG Public Service funds to provide services to homeless persons are required to participate in the Continuum of Care (CoC) and all relevant CoC activities, including but not limited to the Point-in-Time (PIT) count and the Housing Inventory Chart (HIC). Contact Carol Sainthilaire (csainthilaire@hcnj.us) for information on upcoming meeting dates or to be added to the HCAEH email distribution list.

### **Participation in HMIS**

Projects receiving CDBG Public Service funds for programs that **primarily** serve homeless persons must participate in the Hudson County Homeless Management Information System (HMIS). Only projects serving primarily victims of domestic violence can be exempted from this requirement. HMIS is an electronic database that collects data on homeless persons who receive housing and services in the community and persons who receive homeless prevention and intervention services. Participation includes technical set up, staff training, implementation and ongoing client data entry.

### **Faith-Based Organizations:**

- a. Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the CDBG program.
- b. Organizations may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as a part of the programs or services funded with CDBG funds. If the organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded with CDBG funds, and participation must be voluntary for the beneficiaries of the CDBG-funded programs or services. Faith-based organizations may use space in their facilities to provide CDBG-funded services without removing religious art, icons, scriptures or other religious symbols.
- c. An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.
- d. A religious organization's exemption from the federal prohibition on employment discrimination on the basis of religion, set forth in section 702(a) of the Civil Rights Act of 1964 is not forfeited when the organization participates in the CDBG program. Notwithstanding the foregoing, non-discrimination requirements imposed by statute on all CDBG grantees shall apply to religious and faith-based organizations.

**Other requirements include but are not limited to:**

*Non-Discrimination and Equal Opportunity:* Agencies receiving funding are required to comply with various federal, state and local laws that provide equal opportunity and prohibit discrimination against persons on the basis of race, color, national origin, religion, sex, age or disability. Discrimination is prohibited in the provision of services, in access to the services and to the facilities where the services are provided, and in all other aspects of administering a CDBG project such as employment and procurement.

*Fiscal Management:* Agencies receiving funding are required to comply with federal uniform administrative requirements regarding fiscal management including financial reporting, record keeping, accounting systems, payment procedures, procurement of goods and services, conflict of interest, and audit requirements. Non-profit organizations must administer programs in compliance with 24 CFR Part 84 and OMB Circulars A-110 (2 CFR Part 215), A-122 (2 CFR Part 230) and A-133. Public agencies must administer programs in compliance with 24 CFR Part 85 and OMB Circulars A-87 (2 CFR Part 225), A-102 and A-133.

*Insurance Requirements:* Agencies receiving CDBG funding must have proper insurance coverage. The County its agencies, departments and employees shall be named as additional insured under said policy of insurance. The required insurance is set forth as follows:

- A. Liability Insurance – Public, personal injury liability and property damage liability, including contingent liability and contractual liability with limits of \$500,000 and \$1,000,000.
- B. Automobile Liability Insurance – With limits of \$500,000 and \$1,000,000.
- C. Casualty, Fire, Loss and Theft – For personal property used in the Program belonging to either the Subrecipient, or third parties with limits of \$50,000 or \$1,000,000.
- D. The Subrecipient shall have and maintain during the life of this Subrecipient Agreement, statutory Worker’s Compensation and Employer Liability Insurance for all employees.

*Reporting Requirements:* Agencies receiving funding are required to submit Semi-Annual (July 1<sup>st</sup> - December 31<sup>st</sup> and January 1<sup>st</sup> -June 30<sup>th</sup>) progress reports and budget reports. Required data to be reported includes: unduplicated number of clients served, demographic data on clients served (income level, race, ethnicity, disability, single head of household), outputs (units of service provided), progress towards meeting outcomes, amount of funding leveraged from other federal, state/local, private or other funding sources, and additional information indicating compliance with other grant and contract requirements. The Division may request more frequent progress reports as needed.

*Other Federal Requirements:* Funding recipients must comply with all other requirements set forth in 24 CFR 570 and in grant contracts. Federal regulations are available online at <http://www.access.gpo.gov/nara/index.html> and OMB circulars are available online at <http://www.whitehouse.gov/omb/circulars/index.html>.

**HUDSON COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC SERVICES (CDBG-PS)  
THRESHOLD REVIEW AND EVALUATION CRITERIA**

Incomplete or late applications will not be considered. Applications must meet threshold criteria to be considered for funding. The threshold review will be completed by Division Staff.

**Threshold Review:**

<b>Criteria:</b>	<b>Yes</b>	<b>No</b>
A. Application package is complete and was submitted on time.	<input type="checkbox"/>	<input type="checkbox"/>
B. Addresses a CDBG National Objective and is eligible under the CDBG Program regulations (24 CFR 570)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Application Meets Threshold Criteria:</b> If yes, proceed to review below.	<input type="checkbox"/>	<input type="checkbox"/>

**Evaluation Criteria:**

Score Area		Maximum Points
1.	Project Design and Eligibility	20
2.	Community Need and Collaboration	15
3.	Performance Goals	15
4.	Applicant Capacity and Project Feasibility	20
5.	Project Budget	20
6.	Application Timeliness, Organization and Detail	10
		100