



MORRIS COUNTY, NEW JERSEY

CITIZEN PARTICIPATION PLAN

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
HOME INVESTMENT PARTNERSHIP PROGRAM
EMERGENCY SOLUTIONS GRANT PROGRAM

Prepared for
Morris County Department of Human Services
Division of Community & Behavioral Health Services
Office of Community Development
P.O. Box 900
Morristown, NJ 07963-0900
973.285-6060
(TDD Users: 7-1-1; NJ Telecommunications Relay Center).

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INTRODUCTION

Under the guidelines established by the U.S. Department of Housing and Urban Development (“HUD”), the County of Morris has prepared this Citizen Participation Plan (“CPP”) in accordance with Section 104(a) of the Housing and Community Development Act of 1974, as amended. The federal regulations at 24 CFR 91.105 outline the “citizen participation” requirements. This CPP sets forth the policies and procedures that County will take for citizen participation related to various HUD grants to be in conformance with the requirements of the regulations.

Purpose

Pursuant to the citizen participation requirements of 24 CFR Section 91.105 and 24 CFR Part 5, the County of Morris (“County”) sets forth the following Citizen Participation Plan as it relates to the administration of the Community Development Block Grant Program (“CDBG”), the HOME Investment Partnership Program (“HOME”), and the Emergency Solutions Grant (“ESG”) Program, funded HUD. The CPP presents the County’s plan for providing for and encouraging all citizens to participate in the development, revision, amendment, adoption, and implementation of:

- 1) The Citizen Participation Plan (“CPP”)
- 2) The Analysis of Impediments to Fair Housing (“AI”)
- 3) The Consolidated Plan (“ConPlan”)
- 4) The Annual Action Plan (“AAP”)
- 5) The Consolidated Annual Performance and Evaluation Report (“CAPER”), and
- 6) The Section 108 Loan Guarantee Program

Lead Agency

The Office of Community Development of the Morris County Department of Human Services, Division of Community & Behavioral Health Services is the lead agency responsible for the administration of the federal grants programs: CDBG, HOME and ESG.

ENGAGEMENT OF CITIZEN PARTICIPATION

The County provides for and encourages citizens to participate in the development, revision, amendment, adoption and implementation of the CPP, AI, ConPlan, AAP, and CAPER. The County encourages participation by low- and moderate-income persons, particularly those living in areas designated as revitalization areas or in slum and blighted areas and in areas where HUD funds are proposed to be used, and by residents of predominantly low- and moderate- income neighborhoods. With respect to the public participation initiatives included in this Plan, the County will take appropriate actions to encourage the participation of all its citizens, including minorities, non-English speaking persons, and persons with disabilities, as described below.

Non-English Speakers

According to the 2024 American Community Survey 5-Year Estimates, the County has 8.8% of its residents aged 5 and older who speak English less than very well, accounting for

approximately 43,000 residents. Spanish is the primary language spoken among the population that speaks English less than “very well,” accounting for 52.2% of this non-English speaking population.

Other languages spoken for persons over 5 years old who do not speak English very well include the following:

- Gujarati: 3,921 (0.8% of total 5+ population)
- Polish: 2,787 (0.6% of total 5+ population)
- Chinese (incl. Mandarin and Cantonese): 2,229 (0.4% of total 5+ population)
- Arabic: 2,007 (0.4% of total 5+ population)
- Portuguese: 1,440 (0.3% of total 5+ population)
- Telugu: 1,224 (0.2% of total 5+ population)
- Hindi: 1,148 (0.2% of total 5+ population)
- Korean: 1,117 (0.2% of total 5+ population)
- Italian: 1,064 (0.2% of total 5+ population)

Contact with these populations through the federal grants programs is very infrequent. Asian languages other than Mandarin, Japanese, Korean, Thai, Vietnamese, Hmong and other languages identified in the census also is over 1,000 people; however, without more information on the specific dialect, no specific language outreach can be arranged.

The HUD threshold for providing language appropriate information about the program is 5% of the population or 1,000 people of a given language group. Therefore, the County will offer the notices and other significant information about the program in Spanish. Additional language access services will be coordinated on an as needed basis.

To encourage Spanish-speaking residents to participate in the development of the AI and ConPlan, the County will undertake the following initiatives:

- At least one stakeholder interview or focus group session will be scheduled during the stakeholder consultation processes for both the AI and ConPlan and will focus on persons with limited English proficiency, and
- The County will provide a Spanish version of meeting agendas, handouts and surveys at meetings and stakeholder interviews conducted for each planning process.
- The County will continue to include the following language in posted notices related to the development of these documents:
La información será proporcionada en español a petición.
- The County will distribute Spanish-language notices to agencies that provide services to the Spanish-speaking community.

Persons with Disabilities

To encourage the participation of persons with disabilities, the County will include the following language in all of its public meeting notices:

The County of Morris will make reasonable accommodations and services necessary for sensory-impaired and disabled citizens at the public meeting. Additionally, translation services may be offered upon request and

availability. Persons requiring such accommodations or services should contact the County at least three working days prior to the public meeting. Persons requiring information in alternative formats should contact the Community Development Office at (973) 285-6033 (TDD Users: 7-1-1 NJ Relay Center).

The County will conduct all public meetings in locations that are handicapped-accessible, when available.

If requested, the County will mail copies of public meeting notices to persons who are homebound and request such accommodation no less than seven days prior to the public meeting.

Low- and Moderate-Income Persons

The County will conduct at least one public meeting during the development of the AI, the ConPlan, and the AAP in a municipality that contains a portion of low- and moderate-income residents greater than the exception limit for Morris County as set by HUD for determining if an area is considered low and moderate income.

Organizations and Agencies

The County encourages the participation of local and regional institutions, the Continuum of Care, businesses, developers, nonprofit organizations, philanthropic organizations, broadband internet service providers, organizations engaged in narrowing the digital divide, agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, and emergency management agencies, and community-based and faith-based organizations in the process of developing, revising, amending, adopting and implementing all documents covered by this CPP. This will be achieved through stakeholder interviews, focus groups and/or public meetings/hearings.

Local Public Housing Agency

The County encourages, in consultation with five (5) Public Housing Authorities (“PHAs”) in the County, the participation of residents of Public Housing Developments and Section 8 Housing Choice Vouchers issued by the PHAs, in the process of developing, revising, amending, adopting and implementing the documents covered by the CPP. The County will provide information to the Executive Directors of PHAs about the AI, its strategy for affirmatively furthering fair housing, and the ConPlan activities related to public housing developments and communities so the PHAs can make this information available at the annual public hearings required for its Public Housing Agency Plans.

The County encourages participation by PHA stakeholders. This will be carried out by providing to the PHAs information on public meetings, surveys and other outreach initiatives related to the documents covered by this Plan.

Public Notices

Public review/comment periods and public hearings held in the process of developing, revising, amending, adopting and implementing the documents covered by the CPP shall be posted to the County's website and distributed via email to the network of agencies and organizational partners.

CDRS Committee

Morris County has an active and informed Community Development Revenue Sharing (CDRS) Advisory Committee. This committee was formed in 1984 for the purpose of providing "fair and equitable representation, reflecting the various geographic interests of the municipalities throughout Morris County." The function of the CDRS Committee is to "provide a mechanism for the review and determination of housing and community development needs and programs." The CDRS Committee reviews applications submitted for the various grant programs and makes a funding recommendation to the Morris County Board of Chosen Freeholders.

The participating municipalities in the Urban County each send 2 representatives to serve on the CDRS Committee. The committee is divided into seven regional subgroups based on continuous geographic areas. One representative from each region serves on the steering committee for the CDRS Committee. This representative is denoted the Regional Coordinator. The Regional Coordinators serve on one of several subcommittees.

- Housing, Rehabilitation and Historic Preservation
- Public Improvements
- Public Facilities
- Public Services

The chair for each of these subcommittees will be responsible for the review and assignment of priority of the funding applications received each year.

Public Hearings

All public hearings will be scheduled at times and locations that are convenient for potential and actual program beneficiaries, and with accommodation for persons with disabilities and non-English Spanish speakers in accordance with this CPP.

Technical Assistance

CDBG staff are available to assist organizations and other eligible individuals that are interested in submitting a proposal to obtain funding through the CDBG program. All potential applicants are strongly encouraged to contact the Office of Community Development for technical assistance before initiating a funding request application.

Online Access

The County will post draft copies and final copies of all documents covered by this Plan on its website accessible at: <https://www.morriscountynj.gov/Departments/Community-Development>.

Other Engagement Techniques

The Plan may be amended as the County continues to gain access to technology that improves the avenues of participation by its residents.

Contact Person

All communication regarding the CPP, the AI, the ConPlan, the AAP, the CAPER, public comments, complaints, reasonable accommodation for disabled persons, translation services, or other elements shall be directed to:

Morris County Department of Human Services
Division of Community & Behavioral Health Services
Office of Community Development
Attn: HUD Programs
1 Medical Dr., Suite 100, Morris Plains, NJ 07950
P.O. 900, Morristown, New Jersey 07963-0900
Telephone (973) 285-6060
(TDD Users: 7-1-1; NJ Telecommunications Relay Center).

REQUEST FOR PROPOSALS

At least annually, Morris County will solicit proposals for funding that address identified community development and/or housing needs as identified in the Five Year Consolidated Plan.

Proposals for funds must be submitted on the form prescribed by the County. The funding application packages will be made available on the County's website.

The schedule for submission will be provided concurrently with the announcement of the availability of the applications. No late submissions will be accepted.

As discussed below under Amendments, from time to time, additional funding may be available, and the County may issue additional requests for proposals during the program year.

TECHNICAL ASSISTANCE

Technical assistance may be requested in writing by appropriate organizations, community-wide advisory groups, project area organizations, groups of low- and moderate-income persons and/or groups of residents of blighted neighborhoods.

This assistance may be requested for the purposes of adequately participating in planning, implementing and assessing the program; developing proposals and statements of views; organizing and operating neighborhood and project area organizations or in carrying out eligible activities. The level and type of necessary assistance will be determined by Morris County. If necessary, assistance will be provided by specialists jointly selected by the County and groups of organizations in need of assistance.

All correspondence requesting technical assistance should be addressed to the **Morris County Department of Human Services, Division of Community & Behavioral Health Services, 1 Medical Dr., Suite 100, Morris Plains, NJ 07950**. All requests should specify the name of the citizen groups or organizations as well as the contact person, the nature of technical assistance requested, immediate problems and the reason for the request.

CITIZEN ACCESS TO INFORMATION

Morris County will provide for full public access to program information and will make affirmative efforts to make adequate information available to citizens. Program records are available for citizen review upon request in the Morris County Department of Human Services, Division of Community & Behavioral Health Services, Office of Development, P.O. Box 900, Morristown, New Jersey 07963-0900, during normal working hours. Such documents include the following:

- All mailings and promotional material
- Records of Public Hearings/Meetings
- All key documents, including prior applications, letters of approval, grant agreements, the citizen participation plan, annual performance reports, and other reports required by the U. S. Department of Housing and Urban Development
- Copies of the regulations and issuances governing the program(s)

Documents regarding other aspects of the program such as contracting requirements, environmental procedures, fair housing and other equal opportunity requirements and relocation policies will be available for public inspection.

Morris County will make available all information during regular working hours at the following locations, which are conveniently located for persons affected by the program as well as being accessible to the handicapped.

- Morris County Department of Human Services, Division of Community & Behavioral Health Services, Office of Community Development, 1 Medical Dr. Suite 100, Morris Plains, NJ 07950
- Online at: <https://www.morriscountynj.gov/Departments/Community-Development>

Persons requiring assistance to participate may contact the Planning Department and at 973-285-6060 (T.T.D Users call 7-1-1, NJ Telecommunications Relay Center.)

COMPLAINT / OBJECTION PROCESS

Citizens may register complaints regarding any aspect to the Morris County Department of Human Services, Division of Community & Behavioral Health Services, Office of Community Development, P.O. Box 900, Morristown, New Jersey 07963-0900.

All complaints received by the Department will be referred to a staff person who will investigate all complaints. All complaints will be addressed in writing within fifteen (15) working days, whenever feasible. Further appeals of the staff determination must be submitted in writing to the

Director of the Department of Human Services at the aforementioned address. The Director will respond in writing within fifteen (15) working days, whenever feasible.

Citizens wishing to object to HUD approval of the final ConPlan may send objections to the HUD Field Office at One Newark Center, 1085 Raymond Boulevard, 13th Floor, Newark, NJ 07102-5260. Objections should be made within thirty (30) days after the County publishes notice that an application has been submitted to HUD. Any objections made can only be submitted to HUD for the following reasons:

- The applicant's description of needs and objectives is plainly inconsistent with available facts and data; or
- The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; or
- The application does not comply with the requirements of the CDBG, HOME, or ESG programs or other applicable laws; or
- The application proposed activities which are otherwise ineligible under the program regulations.

Objections should include both an identification of requirements not met and available facts and data.

The Citizen Participation Plan (CPP)

Plan Development

The County shall implement the following procedure when amending its Citizen Participation Plan (CPP).

Public Review of the Draft Plan

The draft Citizen Participation Plan will be made available for public review for a 15-day period prior to the consideration and adoption by the Morris County Board of Chosen Freeholders, and may be done concurrently with the public review and comment process for the Consolidated Plan or Annual Action Plan. Copies of the draft Citizen Participation Plan will be made available for review at the Morris County Department of Human Services, Division of Community & Behavioral Health Services, Office of Community Development, 1 Medical Dr. Suite 100, Morris Plains, NJ 07950, and online at:

<https://www.morriscountynj.gov/Departments/Community-Development>

Public Hearing

The County will conduct a public hearing to accept comments on the draft Citizen Participation Plan prior to its approval and submittal to HUD. This public hearing may be held concurrently with the public hearing held in conjunction with the Consolidated Plan or Annual Action Plan.

Comments Received on the Draft Plan

Written comments will be accepted by the County Contact Person, or a designee, during the 15-day public review period.

Morris County Board of Chosen Freeholders Action

Following the public hearing, the CPP will be presented to Morris County Board of Chosen Freeholders for consideration and formal action. A summary of all written comments and those received orally during the public hearing, as well as the County's responses to all written comments, will be attached to the Plan prior to submission to HUD.

Submission to HUD

The Plan will be approved as a stand-alone document and submitted to HUD with a summary of all written comments and those received orally during the public hearing as well as the County's responses to written comments and proof of compliance with the 15-day public review and comment period requirement. A summary of any comments or views not accepted and the reasons for non-acceptance shall be supplied to HUD as well.

Amendments to the Approved Citizen Participation Plan

The County shall follow the following procedure to amend its approved Citizen Participation Plan, as needed.

Amendment Considerations

The County will amend the CPP, as necessary, to ensure adequate engagement and involvement of the public in making decisions related to its HUD programs. Substantial amendments to the

CPP may be required should a provision of the Plan be found by the County to conflict with HUD regulations, or when changes in HUD regulations occur. Edits to the CPP that only include updated contact information or editorial changes for clarity will not be released for public review and comment.

Draft Amended Plan Review

The draft Amended Plan will be made available for public review for a 15-day period prior to County Board of Chosen Freeholder's consideration and adoption, and may be done concurrently with the public review and comment process for the Consolidated Plan. Copies of the draft Amended Plan will be made available for review at the Morris County Department of Human Services, Division of Community & Behavioral Health Services, Office of Community Development, 1 Medical Dr. Suite 100, Morris Plains, NJ 07950, and online at: <https://www.morriscountynj.gov/Departments/Community-Development>

Comments Received on Draft Amended Plan

Written comments will be accepted by the County Contact Person, or a designee, during the 15-day public review period.

Public Hearing

The County will conduct a public hearing to review and accept public comments on the draft Amended Plan prior to its approval and submittal to HUD. This public hearing may be held concurrently with the public hearing held in conjunction with the Consolidated Plan.

Morris County Board of Chosen Freeholders Action

Following the public hearing, the Plan will be presented to Morris County Board of Chosen Freeholders for consideration and formal action.

Submission to HUD

A copy of the Amended Citizen Participation Plan, including a summary of all written comments and those received during the public hearing as well as the County's responses and proof of compliance with the minimum 15-day public review and comment period requirement, will be submitted to HUD. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as well.

Plan Access

The approved Citizen Participation Plan will be kept on file at the Morris County Department of Human Services, Division of Community & Behavioral Health Services, Office of Community Development, 1 Medical Dr. Suite 100, Morris Plains, NJ 07950, and online at: <https://www.morriscountynj.gov/Departments/Community-Development>

Hard copies can be made available to those requesting the approved Amended Plan by contacting the County Contact Person, or a designee.

The Consolidated Plan (ConPlan)

Plan Development

The County will follow the process and procedures described below in the development of its ConPlan.

Stakeholder Consultation and Citizen Outreach

In the development of the Consolidated Plan, the County will consult with other public and private agencies including, but not limited to, the following:

- Morris County Housing Agencies
- Other assisted housing providers
- Social service providers including those focusing on services to minorities, families with children, the elderly, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected classes
- Community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws
- Regional government agencies involved in metropolitan-wide planning and transportation responsibilities
- Broadband internet service providers and organizations engaged in narrowing the digital divide,
- Agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, and emergency management agencies

When preparing the portion of the ConPlan concerning lead-based paint hazards, the County shall consult with local or state health and child welfare agencies and examine existing data related to lead-based paint hazards and poisonings, including health department data on the addresses of housing units in which children have been identified as lead-poisoned.

When preparing the description of priority non-housing community development needs, the County will notify adjacent units of local government, to the extent practicable. This shall involve, at a minimum, the County sending a letter to the chief elected official of each adjacent unit of government or designee notifying them of the draft ConPlan and how to access a copy online for review and comment. In addition, the County will submit its non-housing community development plan to the New Jersey Department of Community Development.

A variety of mechanisms may be utilized to solicit input from these persons/service providers/agencies/entities. These include written letters, telephone or in-person interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops.

Public Hearings

The County will conduct at least two public hearings in the development of the ConPlan. The first public hearing will be conducted during the development of the ConPlan, during which the County will address housing and community development needs, development of proposed activities, the amount of assistance the County expects to receive (including grant funds and

program income), the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income residents, and a review of program performance.

The second public hearing will be conducted after the draft ConPlan has been posted, during the 30-day public comment period to review the identified housing and community development needs, proposed eligible activities, and proposed strategies and actions for affirmatively furthering fair housing consistent with the Assessment of Fair Housing.

Potential Displacement of Persons

Although the County does not anticipate any residential displacement to occur in the foreseeable future, it is required to describe its plans to minimize the displacement of persons and to assist any persons displaced. When displacement is unavoidable on a temporary or permanent basis, the County will comply with the federal Uniform Relocation Act.

Should displacement of residents be necessary as a result of the use of funds covered by the ConPlan or Annual Action Plans, the County shall compensate residents who are actually displaced in accordance with *HUD Handbook No. 1378, Tenant Assistance, Relocation and Real Property Acquisition*. This resource is accessible online at <https://www.hud.gov/sites/dfiles/OCHCO/documents/1378CPDH.pdf>.

Public Display and Comment Period

The draft ConPlan will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary and purpose of the Consolidated Plan; the anticipated amounts of funding (including program income, if any); proposed activities, including those likely to result in displacement, if any; plans for minimizing the displacement of persons as a result of CDBG activities, if any; plans to assist persons actually displaced by the project, if any; the dates of the public display and comment period; the locations where copies of the draft Consolidated Plan can be examined; how comments will be accepted; when the document will be considered for action by County Board of Chosen Freeholders; and, the anticipated submission date to HUD. Copies of the draft Consolidated Plan will be made available for review at the Morris County Department of Human Services, Division of Community & Behavioral Health Services, Office of Community Development, 1 Medical Dr. Suite 100, Morris Plains, NJ 07950, and online at: <https://www.morriscountynj.gov/Departments/Community-Development>

In addition, the County will make available a reasonable number of free copies of the draft document to residents and groups that request them.

Comments Received on the Draft Consolidated Plan

Written comments will be accepted by the County Contact Person, or a designee, during the 30-day public display and comment period. The County will consider any comments or views of County residents received in writing, or orally at the public hearings, in preparing the final Consolidated Plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Consolidated Plan for submission to HUD.

Morris County Board of Chosen Freeholders Action

Following the public hearing, the Consolidated Plan will be presented to the Morris County Board of Chosen Freeholders for consideration and formal action.

Submission to HUD

The Consolidated Plan will be submitted to HUD no less than 45 days before the start of the County's five-year program cycle.

Amendments to the Consolidated Plan

The County shall follow the following procedure to revise its Consolidated Plan, as needed.

Revision Considerations

There are two types of amendments that may occur with the Consolidated Plan: minor amendments and substantial amendments. An amendment to the approved Consolidated Plan is considered substantial under the following circumstances:

- When an eligible activity is added or deleted
- When there is a change in the priorities identified in the Consolidated Plan

All other changes that do not meet the criteria defined above will be considered minor amendments and will not be subject to public review or public comments. These changes will be fully documented and reviewed by the CDRS Committee. The recommendations of the CDRS Committee will be submitted to the Morris County Board of Chosen Freeholders for approval.

The County may choose to submit a copy of each amendment to the Consolidated Plan to HUD as it occurs, or at the end of the program year. Letters transmitting copies of amendments will be signed by the President of the Board of Chosen Freeholders.

Public Display and Comment Period

The draft Amended ConPlan will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the proposed Amended ConPlan can be examined, how comments will be accepted, when the document will be considered for action by the Morris County Board of Chosen Freeholders, and the anticipated submission date to HUD. Copies of the draft Amended ConPlan will be made available for review at the Morris County Department of Human Services, Division of Community & Behavioral Health Services, Office of Community Development, 1 Medical Dr. Suite 100, Morris Plains, NJ 07950, and online at:

<https://www.morriscountynj.gov/Departments/Community-Development>

In addition, the County will make available a reasonable number of free copies to residents and groups that request them.

Comments Received on the Draft Revised Consolidated Plan

Written comments will be accepted by the County Contact Person, or a designee, during the 30-day public display and comment period. The County will consider any comments or views of County residents received in writing, or orally at public hearings, in preparing the final Amended ConPlan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Amended ConPlan for submission to HUD.

Morris County Board of Chosen Freeholders Action

Following the public hearing, the Amended ConPlan will be presented to the Morris County Board of Chosen Freeholders for consideration and formal action.

Submission to HUD

The Amended ConPlan will be submitted to HUD within 30 days following the end of the public display and comment period.

Plan Access

The Amended ConPlan will be kept on file at the Morris County Department of Human Services, Division of Community & Behavioral Health Services, Office of Community Development, 1 Medical Dr. Suite 100, Morris Plains, NJ 07950, and online at:

<https://www.morriscountynj.gov/Departments/Community-Development>

Hard copies can be made available to those requesting the Amended ConPlan by contacting the County Contact Person, or a designee.

The Annual Action Plan (AAP)

The AAP is a component of the Consolidated Plan, and it describes the County's proposed use of available federal and other resources to address the priority needs and specific objectives in the ConPlan for each individual program year; the County's method for distributing funds to local non-profit organizations; and the geographic areas of the County to which it will direct assistance. The First Year Action Plan is incorporated into the ConPlan. Each subsequent AAP references the priority needs, goals, and objectives in the ConPlan, but is treated as a separate document.

Plan Development

The County will follow the process and procedures described below in the development of its Annual Action Plan.

Public Hearings

The County will conduct at least two public hearings during the development of the AAP. The first public hearing will be conducted during the development of the AAP. During the first public hearing the County will address housing and community development needs, development of proposed activities, the amount of assistance the County expects to receive (including grant funds and program income), the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income residents, and a review of program performance.

The second public hearing will be conducted after the draft ConPlan has been posted, during the 30-day public comment period during which the County will address identified housing and community development needs, proposed eligible activities, and proposed strategies and actions for affirmatively furthering fair housing consistent with the Analysis of Impediments to Fair Housing.

Public Display and Comment Period

The draft Annual Action Plan will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the AAP, the anticipated amounts of funding (including program income, if any), the dates of the public display and comment period, the locations where copies of the draft AAP can be examined, how comments will be accepted, when the document will be considered for action by the Morris County Board of Chosen Freeholders, and the anticipated submission date to HUD. Copies of the draft AAP will be made available for review at the Morris County Department of Human Services, Division of Community & Behavioral Health Services, Office of Community Development, 1 Medical Dr. Suite 100, Morris Plains, NJ 07950; and online at: <https://www.morriscountynj.gov/Departments/Community-Development>

In addition, the County will make available a reasonable number of free copies to residents and groups that request them.

Comments Received on the Draft Annual Action Plan

Written comments will be accepted by the County Contact Person, or a designee, during the 30-day public display and public comment period. The County will consider any comments or views of County residents received in writing, or orally at the public hearing(s), in preparing the final AAP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final AAP for submission to HUD.

Morris County Board of Chosen Freeholders Action

Following the public hearing, the AAP will be presented to the Morris County Board of Chosen Freeholders for consideration and formal action.

Submission to HUD

The Annual Action Plan will be submitted to HUD no less than 45 days before the start of the County's annual program year or amended date as determined by HUD.

Amendments to the Annual Action Plan

The County shall follow the following procedure to revise its Annual Action Plan, as needed.

Amendments Considerations

There are two types of amendments that may occur with the AAP: minor amendments and substantial amendments. An amendment to an approved AAP is considered substantial under the following circumstances:

- When an eligible activity is added or deleted
- When a change occurs in the purpose, location, or beneficiaries of an activity previously approved
- When a 50 percent change in federal funding occurs where the project is \$25,000 or less
- When a 25 percent change in federal funding occurs where the project is more than \$25,000.

A substantial amendment must be brought to the CDRS for consideration and upon recommendation of approval, will be submitted to the Board of Chosen Freeholders for approval following a 30-day public comment period as described below.

Any minor amendment that moves up to \$20,000 in remaining funds from a completed activity upon completion will be moved to the housing rehabilitation program unless otherwise presented and approved the CDRS.

All other changes to funding allocations to approved eligible activities that do not meet the criteria defined above will be considered minor amendments and will not be subject to public review or public comments. These changes will be fully documented and reviewed by the CDRS before being sent to the Morris County Board of Chosen Freeholders for approval. The County may choose to submit a copy of each amendment to the AAP to HUD as it occurs, or at the end of the program year. Letters transmitting copies of amendments will be signed by the Freeholder Director of the Morris County Board of Chosen Freeholders.

Public Display and Comment Period

The draft Amended AAP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the draft Amended AAP can be examined, how comments will be accepted, when the document will be considered for action by the Morris County Board of Chosen Freeholders, and the anticipated submission date to HUD. Copies of the draft Amended AAP will be made available for review at the Morris County Department of Human Services, Division of Community & Behavioral Health Services, Office of Community Development, 1 Medical Dr. Suite 100, Morris Plains, NJ 07950, and online at: <https://www.morriscountynj.gov/Departments/Community-Development>

In addition, the County will make available a reasonable number of free copies to residents and groups that request them.

Comments Received on the Draft Amended Annual Action Plan

Written comments will be accepted by the County Contact Person, or a designee, during the 30-day public display and comment period. The County will consider any comments or views of County residents received in writing, or orally at public hearings, in preparing the final Amended AAP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Amended AAP for submission to HUD.

Morris County Board of Chosen Freeholders Action

Following the public hearing, the Amended AAP will be presented to the Morris County Board of Chosen Freeholders for consideration and formal action.

Submission to HUD

The Amended AAP will be submitted to HUD within 30 days following the end of the public display and comment period.

Plan Access

The AAP and any Amendments will be kept on file at the Morris County Department of Human Services, Division of Community & Behavioral Health Services, Office of Community Development, 1 Medical Dr. Suite 100, Morris Plains, NJ 07950, and online at: <https://www.morriscountynj.gov/Departments/Community-Development>

Hard copies can be made available to those requesting the *Amended AAP* by contacting the County Contact Person, or a designee.

Consolidated Annual Performance and Evaluation Report (CAPER)

Report Development

The County shall follow the following procedure in the drafting and adoption of its Consolidated Annual Performance and Evaluation Report (CAPER).

Report Considerations

The Office of Community Development will evaluate and report the accomplishments and expenditures of the previous program year for CDBG and draft the CAPER in accordance with HUD requirements.

Public Display and Comment Period

The draft CAPER will be placed on display for a period of no less than 15 days to encourage public review and comment. Public notice of the display and comment period will be posted on the County's website no less than 10 days before the public comment period begins. Accommodation for persons with disabilities and non-English Spanish speakers will be conducted in accordance with this CPP.

The public notice shall include a brief summary and purpose of the CAPER, a summary of program expenditures, a summary of program performance, the dates of the public display and comment period, the locations where copies of the draft CAPER can be examined, how comments will be accepted, and the anticipated submission date to HUD. Copies of the draft CAPER will be made available for review at the Morris County Department of Human Services, Division of Community & Behavioral Health Services, Office of Community Development, 1 Medical Dr. Suite 100, Morris Plains, NJ 07950, and online at:

<https://www.morriscountynj.gov/Departments/Community-Development>

Comments Received on the Draft CAPER

Written comments will be accepted by the County Contact Person, or a designee, during the 15-day public display and comment period. The County will consider any comments or views of County residents received in writing in preparing the final CAPER. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final CAPER for submission to HUD.

Submission to HUD

The CAPER will be submitted to HUD within 90 days following the end of the County's annual program year.

Plan Access

The CAPER will be kept on file at the Morris County Department of Human Services, Division of Community & Behavioral Health Services, Office of Community Development, 1 Medical Dr. Suite 100, Morris Plains, NJ 07950, and online at:

<https://www.morriscountynj.gov/Departments/Community-Development>

Section 108 Loan Guarantee Program

Development of Section 108 Loan Guarantee Application

Applications for assistance filed by the County for Section 108 Loan Guarantee assistance authorized under HUD regulation 24 CFR Part 570, Subpart M, are subject to all provisions set forth within this CPP. Such applications for Section 108 assistance may be included as part of the Consolidated Planning process or may be undertaken separately anytime during the County's program year.

Before the County submits an application for Section 108 loan guarantee assistance, the County will make available to citizens, public agencies and other interested parties information that includes the amount of assistance the County expects to be made available (including program income), the range of activities that may be undertaken, the estimated amount that will benefit persons of low- and moderate-income, and any activities likely to result in displacement.

Public Display and Comment Period

The County will publish its proposed Section 108 loan application for review and comment. The public notice shall include a summary describing the contents and purpose of the application and listing the locations where the entire application may be examined. An application for Section 108 Loan Guarantee funding shall be made available for public review for a 30-day period prior to consideration and submission to HUD and may be done concurrently with the public review and comment process for the ConPlan or AAP.

Copies of the proposed Section 108 loan application will be made available for review at the Morris County Department of Human Services, Division of Community & Behavioral Health Services, Office of Community Development, 1 Medical Dr. Suite 100, Morris Plains, NJ 07950, and online at: <https://www.morriscountynj.gov/Departments/Community-Development>

Comments Received on the Section 108 Application

Written comments will be accepted by the County Contact Person, or a designee, during the 30-day public display and comment period. The County will consider any comments or views of County residents received in writing in preparing the final application. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final application for submission to HUD.

Submission to HUD

The Section 108 Loan Application will be submitted to HUD.