

# COUNTY OF MORRIS



## COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

### 2024 APPLICATION PACKAGE

Department of Human Services  
Office of Community Development  
TELE: (973) 285-6060  
FAX: (973) 285-6713  
TDD (711 NJ Relay Center)

**DEADLINE DATE: February 28, 2024**



**Invitation to Apply for a Fiscal Year 2024  
Morris County Community Development Block Grant  
as funded by the  
US Department of Housing and Urban Development**

You are invited to submit an application to the County of Morris for Community Development Block Grant (CDBG) funding. The applications are due by **February 28, 2024, at 4:00 PM** to the Morris County Office of Community Development. A drop box is located at 1 Medical Drive, Suite 100, Morris Plains (please advise if using this option) or the application may be mailed to Office of Community Development, County of Morris, POB 900, Morristown, NJ 07963-0900 to be eligible for funding consideration. There are no exceptions to the deadline for submission of the application. Mailed applications must be received by the above-listed deadline to be considered for funding.

The County anticipates receiving approximately **\$1.9 million** in Fiscal Year 2024 from the US Department of Housing and Urban Development (HUD) for the CDBG Program, **\$1 million** for the HOME Program and **\$168,000** for the ESG Program. No more than 15% of the annual CDBG allocation received by Morris County may be used for public service activities.

The CDRS Committee has recommended that the funding limits for Facilities Improvements remain at \$125,000 and Housing remain at \$150,000 and Public Services remain at \$50,000.

In making decisions for funding this year, Morris 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 for CDBG, but HOME requires a 25% match and ESG requires a 100% match. Only one application for each funding source (CDBG, HOME and ESG) per applicant is allowed. *Refer to separate application for any HOME or ESG funding activities.*

Enclosed is an application and general list of CDBG eligible activities. If you have any questions about eligibility for your activity, please contact Jasmine Tirado at 973-285-6060. Please note that the application requires approval by the governing body (municipal or non-profit) and must be signed by the Mayor or an authorized representative of the non-profit applicant. A certification is not required for "County-wide" non-profit service applications.

There are **RECOMMENDED** Orientation meetings, which will be conducted via Webex (dates to be determined). All applicants **must** present their projects to the CDRS Committee. You will be notified of the date and time for your presentation and all other meetings via e-mail, as indicated on your application. Please note that presentation meetings may be virtual and depending on the number of submitted applications, **only one day may be necessary to accommodate all presentations**. The date(s), time(s) and meeting link(s) will be posted on the Morris County Office of Community Development Website once determined.  
<https://www.morriscountynj.gov/Departments/Community-Development>

**County of Morris ❖ Division of Community and Behavioral Health, PO Box 900, Morristown,  
❖ NJ 07960. Physical address: 1 Medical Drive Suite 100 Morris Plains NJ 07950 ❖  
Telephone: 973-285 -6060 ❖ Facsimile: 973-285-6713 ❖ e-mail: [jtirado@co.morris.nj.us](mailto:jtirado@co.morris.nj.us)**

During the orientation meeting, information will be presented on the program basics. This will help you select an eligible project and prepare your application. CDBG projects must serve lower income residents. Municipal maps depicting the low-moderate income areas in each of the participating municipalities is provided on the Morris County Human Services, Office of Community Development website:

(<https://www.morriscountynj.gov/Departments/Community-Development/CDBG-Maps>).

NOTE: Service area is not the same as location. You must consider who benefits from the project. Further, if new low-mod income information is released before projects are awarded which makes a project no longer eligible, communities will have the opportunity to revise their request.

Please note that Federal wage rates (Davis-Bacon Act) apply to all construction or renovation projects under this program if the contract is \$2,000 or more for non-housing, or if the project includes 8 or more CDBG-assisted housing units. Renovation or construction of buildings used for the general conduct of government, (borough halls or township buildings or garages), is **NOT** an eligible activity, unless the scope of the project is limited to the removal of architectural barriers to provide **handicap accessibility** in compliance with ADA requirements.

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

Please note that effective for all grants awarded after April 2022, HUD requires that all entities receiving funding provide their Unique Entity Identifier (UEI) number and be registered in the SAM.gov system to ensure that they can receive federal funding. Your UEI number is requested on the application. Non-profit applicants must also provide a copy of their Business Registration Certificate (BRC) and an executed W-9 form.

**Morris County takes fair housing responsibilities very seriously. All participating municipalities must adopt the attached draft municipal resolution that reinforces your municipality's commitment to federal and state fair housing regulations and must post the Fair Housing Notice (refer to Exhibit G) on your website.**

Thank you for considering the submission of an application to the Morris County Community Development Block Grant Program. We look forward to working with you to ensure a successful year of grant applications. Please do not hesitate to contact our office with any questions concerning the enclosed grant application.

Sincerely,

Jasmine Tirado, Coordinator  
Office of Community Development

**MORRIS COUNTY**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**  
**APPLICATION**  
**2024**

**APPLICATIONS MUST BE RETURNED TO THE OFFICE OF  
COMMUNITY DEVELOPMENT BY FEBRUARY 28, 2024 -  
4PM (DROPBOX) 1 MEDICAL DRIVE, SUITE 100,  
MORRIS PLAINS, NJ 07950  
OR BY MAIL:  
POB 900 MORRISTOWN, NJ 07963-0900**

**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 – one year
- ☐ Provides substantial community benefit
- ☐ Municipality has engaged and will pay for Engineering or will complete Engineering procurement under CDBG rules

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

1.	Prepare your FY 2024 CDBG application in a clear, comprehensive, and concise manner. Remember to <u>complete all sections</u> and provide sufficient documentation to ensure fair consideration of your application. All applications must be submitted with original signatures, single sided copies and provide a complete electronic version of your application.
2.	When appropriate, provide current Architect and/or Engineer's cost estimates. <b>No</b> application will be reviewed proposing construction activities without this information and will be cause for rejection of the application.
3.	When funds are requested for public services that include requests for funding for personnel, <b>provide personnel and job descriptions</b> with detailed salary and wage information.
4.	All applicants must provide an <u>area map</u> noting the location of the project. Use the map from the Office of Community Development website ( <a href="https://www.morriscountynj.gov/Departments/Community-Development/CDBG-Maps">https://www.morriscountynj.gov/Departments/Community-Development/CDBG-Maps</a> ) Please provide enough detail to describe your service area. Note street names and other landmarks for ease of identification.
5.	Please provide a photograph of the project site and surrounding buildings. ( <u>Photographs in an electronic/digital format are required along with print versions</u> ). If the building is historic, all work must be done in compliance with the US Secretary of the Interior's Standards. Please note if the project is located in an historic area.
6.	<b><u>Project leveraging</u></b> is not required but is suggested. Please complete the <b><u>Budget Narrative Attachment</u></b> , using actual or prospective funding. A written agreement means you have funding approval. Without a written agreement, funding is considered tentative or prospective.
7.	Use the budget page from the application or an equivalent form. Please be advised that Morris County CDBG Program funds <b>WILL NOT</b> pay for the following: <ul style="list-style-type: none"> <li>• Indirect costs - However, per 2 CFR Part 200.414 up to 10% of the grant may be used for indirect costs such as overhead – office space, utilities, telephone, etc. and supervisory persons who do not keep a specific time sheet for the CDBG activity.</li> <li>• Food – Unless essential to the client services such as nutrition and food preparation classes or a food bank, no food or entertainment may be purchased with CDBG funds.</li> <li>• For public service activities – Facility maintenance or repair is not eligible. Apply for public improvement funds if your building is in need of rehabilitation.</li> <li>• Work that is contracted for prior to the execution of the agreement with the County or that has not been competitively procured cannot be paid with CDBG funds. This includes construction as well as professional services. <b>All work paid for with CDBG funds must be competitively bid. We will provide the required federal bid documents to add to your bid package.</b></li> </ul>

8.	Morris County will only pay for Engineering or Architectural work if such services were competitively procured using an acceptable form of RFP per CDBG requirements. Since most projects cost more than the CDBG funds allocated, we expect that CDBG funds will be used to pay for the project construction, labor, and materials costs and the municipality, or the non-profit will pay for the architectural or engineering cost (unless included in budget section of the application).
9.	Please ensure that your application has been signed by the appropriate municipal or agency official. <b>Approval by your Governing Body</b> is required for submission of the application. Applications must be discussed at a public meeting and an agenda must be submitted showing the action. Please provide a copy of the resolution. A sample is included for your use.
10.	Vehicle Purchase ( <b>Only one vehicle will be approved by CDRS committee per funding year</b> ).
11.	<p><b>Conflict of Interest/Code of Conduct Policy 24 CFR 570.611 (Exhibit H):</b> Federal law prohibits employees and public officials from exercising any functions or responsibilities with respect to HUD funded activities in which they may obtain a financial interest or benefit, either for themselves or for any person with whom they have a business or immediate family ties.</p> <p>Provide a copy of your Conflict of Interest/Code of Conduct Policy applicable for all officers, employees, agents, consultant or elected or appointed official per 24 CFR 570.611. Sample is attached as part of Exhibit H for reference.</p>
All applications will be reviewed by the staff of the Office of Community Development to determine eligibility. If additional information is required, you will be contacted by a representative of this Office.	

**PLEASE NOTE:**

**If you are contacted to provide additional information to support your application, the final date to cure the noted omission or defect will be MARCH 11, 2024.**

## APPLICANT INFORMATION AND PROJECT ABSTRACT

1.	Project Name:		
2.	Eligible CDBG Activity: (See Exhibit A)		
3.	CDBG Funding Year: <b>FY 2024</b>		
4.	Name of Applicant (Municipality or Non-profit):		
5.	Address:		
6.	Telephone:	7.	Facsimile:
8.	Federal Tax ID No.:	8a.	UEI:
8b.	<b>Attach SAM.gov</b> Proof of Registration and CAGE Number	8c.	Non-Profits: <b>Attach BRC, W-9 and IRS 501(c)3 Letter</b>
9.	Type of Organization: <input type="checkbox"/> Municipality <input type="checkbox"/> Non-Profit		
10.	Name of Principal Contact Person:		
11.	Title:	12.	Email address:
13.	Amount of CDBG funds requested <sup>1</sup> :    \$		
14.	Funds committed from other sources:    \$		
15.	Total project cost (Line 13 + Line 14):    \$		
16.	Location of proposed project: (For purposes of GIS mapping, please provide a <b>specific, US Post Office recognized address in or near the project site</b> – i.e.: 132 Main St. Please do not provide a range or intersection)		
17	Attach photographs or email photos of the project site including streetscapes surrounding the project location.		

<sup>1</sup>NEW funding limits:    Facilities and Improvements: \$125,000  
                                      Housing: \$150,000.    Services remain at \$50,000.

## 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.**

Check here if the structure is historic ☐ Year constructed \_\_\_\_\_

Check here if the project is located in a flood plain ☐ Attach flood plain map as applicable.



## CDBG ELIGIBLE ACTIVITIES<sup>1</sup>

Place a checkmark in **one** of the following boxes that describes your proposed activity.

### Public Facilities:

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

### Public Services:

- |  |  |
|--|--|
| <input type="checkbox"/> Childcare<br><input type="checkbox"/> Recreation programs<br><input type="checkbox"/> Public safety services<br><input type="checkbox"/> Services for senior citizens<br><input type="checkbox"/> Drug abuse counseling<br><input type="checkbox"/> Services for victims of domestic violence or persons with disabilities<br><br><input type="checkbox"/> Paying for the cost of operating and maintaining that portion of a facility in which one or more of the above services are provided<br><br><input type="checkbox"/> Other (specify): _____ | <input type="checkbox"/> Health care<br><input type="checkbox"/> Education programs<br><input type="checkbox"/> Fair housing activities<br><input type="checkbox"/> Services for homeless people<br><input type="checkbox"/> Energy conservation counseling and testing<br><input type="checkbox"/> Vehicle <b>Purchase (Only one vehicle will be approved by CDRS committee per funding year)</b> |
|--|--|

### Other:

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

<sup>1</sup>See Exhibit A - Eligible activities

# US HUD CDBG STATUTORY JUSTIFICATION MEETING A NATIONAL OBJECTIVE <sup>1</sup>

SELECT ONE

**A. LMI Area Benefit** | # Persons Served: \_\_\_\_\_

☐ **Census Data** – (Please reference the **LMI Area map** provided by Morris County)

Census Tract and Block Group

#: \_\_\_\_\_

Area population: \_\_\_\_\_ LMI Population: \_\_\_\_\_ LMI %: \_\_\_\_\_

**OR**

☐ **Survey Data** – 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 B – National Objective Qualifiers**.

**\*\*Note:** Public service activities CANNOT be qualified through the Area Benefit National Objective.

**B. LMC Limited Clientele** | # Persons Served: \_\_\_\_\_

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 B – 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.

**C. LMH Housing | # Households**

Served: \_\_\_\_\_

☐ **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.

**D. Slums/Blight | # Buildings Assisted: \_\_\_\_\_**

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

<sup>1</sup>See Exhibit B – National Objectives for additional information

## LINE-ITEM BUDGET FORM – SERVICE PROJECTS (SALARIES)

Name of Applicant:

Project Name:

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

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

<b>LINE-ITEM BUDGET FORM –SERVICE (UNITS)</b> <b>PROJECTS</b>
--

**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.

[illegible]

## 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. The list provided in Column A is an example of costs that can be expected to be incurred for a construction/acquisition project. Please include any additional budget lines as an attachment. In Column B, provide the calculation explaining how you arrived at the estimated cost of the line item. In Column C, provide the projected request for CDBG funds. On the **Budget Narrative Attachment** provide a description of other funds and volunteer and donated services/resources to be used in the project.

A	B	C
Budget Item	Calculation	CDBG Request
<b>DETAIL SCOPE OF WORK AND COST ESTIMATE FOR EACH ITEM</b>		
<b>Acquisition</b>		
Acquisition of Real Property		
Legal/Real Estate Services		
Appraisal/Inspections/Survey		
Relocation/URA Payments		
<b>Design and Engineering</b>		
Professional Contracts		
Environmental Surveys & Testing		
Other Professional Services		
<b>Construction</b>		
Construction Contracts		
Construction Management and Oversight		
Permitting		
Clearance/Demolition		
Materials		
Contingency		
Project Administration		
Other Non-Personnel Expenses		
Other _____		
Other _____		
<b>BUDGET TOTAL</b>		

## BUDGET NARRATIVE ATTACHMENT

1. Describe your plans to use other funds on this project. In this section, only describe funds that have been secured. Provide the source of funds, amounts, and how these funds will be used. Describe your use of donated goods and services. Estimate the value of these goods and services.

2. Check if any of the following will be used in the project.

- |   |   |
|---|---|
| <input type="checkbox"/> NJ DOT   | <input type="checkbox"/> HOPE VI Funding                    |
| <input type="checkbox"/> Section 202 Supportive Housing for the Elderly               | <input type="checkbox"/> HOME Program                       |
| <input type="checkbox"/> Section 811 Supportive Housing for Persons with Disabilities | <input type="checkbox"/> CoC Homeless Assistance Programs   |
| <input type="checkbox"/> Low Income Housing Tax Credit (LIHTC)                        | <input type="checkbox"/> HOPWA                              |
| <input type="checkbox"/> Other Federal or State (list):                               | <input type="checkbox"/> Healthy Homes Grants Lead          |
|   | <input type="checkbox"/> Hazard Control Grants              |
|   | <input type="checkbox"/> Homeownership Opportunity Programs |

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

4. Schedule for Implementation

A. Discuss Site Control

B. Identify any permits or other approvals needed

## **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.



## 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.

**Non-Profit Applicants Only: 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
- W-9 Form
- Business Registration Certificate (BRC)
- Resolution from Board of Directors authorizing grant application
- SAM.gov proof of registration and CAGE number
- Evidence of application presentation at public meeting

I CERTIFY THAT THE INFORMATION IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.

Applicants Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## APPLICATION CHECKLIST MUNICIPAL FACILITIES PROJECTS

	Yes	No	N/A
• Application completed and certification signed			
• Project location map attached			
• Architect / Engineer cost estimates			
• Provide photographs in print and electronic format			
• Municipal Council Resolution approving submission of application and evidence of presentation at public meeting (agenda)			
• Municipal Council Resolution supporting fair housing regulations			
• SAM.gov proof of registration and CAGE number			
• Will this be a phased project? (If so, please be advised Section 3 will be triggered after a phased project reaches \$200,000 in program funding years.) • If yes, please provide year of previous phase. _____ • How many phases if so, will this project be? _____			

I CERTIFY THAT THE INFORMATION IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.

Applicants Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## 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 childcare, 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 % 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, childcare, 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:** Morris County is an “exception level” community. Census areas with 24.11% 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 adult
  - Person 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 low-moderate income persons assisted is less than 51%. This situation qualifies under the limited clientele objective only in the following circumstance:

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

**Housing** – The activity must result in housing that will be occupied by low-moderate 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 - RECORDKEEPING RESPONSIBILITIES

**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 Morris County and 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 Morris County within 10 days of execution of the contract.
3. You must comply with 2 CFR Part 200.302 and agree to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred. You must comply with 2 CFR Part 200.203 and maintain effective internal controls over the funds awarded herein. You must administer the program in conformance with 2 CFR Part 200, Subpart E, "Cost Principles." These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.
4. In accordance with 2 CFR Part 200, the federal government requires that organizations expending \$750,000 or more in federal financial assistance in a fiscal year must secure an audit. Agencies spending \$750,000 or more must choose one of the following 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.
5. You will be required to provide 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 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 Morris County as program income**.
9. In the event that 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 D

### FY 2024 INCOME LIMITS DOCUMENTATION SYSTEM

The below income limits are to be used for any CDBG activity where direct services are provided to a beneficiary. These limits are adjusted based upon household size, and are applicable to Morris County, NJ. HUD reviews and updates the income limits on an annual basis to adjust for changes to the Area Median Income. Contact the Office of Community Development for income limits when the household has more than 8 persons.

FY 2023 Income Limit Area	Median Family Income	FY 2023 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Newark, NJ HUD Metro FMR Area	\$124,300	Very Low (50%) Income Limits (\$)	- 42,650	48,750	54,850	60,900	65,800	70,650	75,550	80,400
		Extremely Low (30%) Income Limits (\$)	25,600	29,250	32,900	36,550	39,500	42,400	45,420	50,560
		Low (80%) Income Limits (\$)	- 66,300	75,750	85,200	94,650	102,250	109,800	117,400	124,950

Source: HUD CDBG Income Limits Effective June 15, 2023

## **EXHIBIT E - SAMPLE MUNICIPAL COUNCIL AUTHORIZING RESOLUTION**

At a meeting held on \_\_\_\_\_(date), the Municipal Council of  
\_\_\_\_\_ (name of Municipality), adopted the following resolution:

The Municipal Council authorizes an application to the Morris County Community Development Block Grant (CDBG) Program for \_\_\_\_\_ (name of project) described in the proposal. If awarded CDBG funds, the Municipality shall implement the activities in a manner to ensure compliance with all applicable federal, state, and local laws and regulations.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

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



## EXHIBIT F - SAMPLE MUNICIPAL COUNCIL FAIR HOUSING RESOLUTION

The \_\_\_\_\_ (name of municipality) supports Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law) and the New Jersey Law Against Discrimination. It is the policy of \_\_\_\_\_ (name of municipality) to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, religion, ancestry, sex (including pregnancy), national origin, nationality, familial status, marital or domestic partnership status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, AIDS/HIV status and Lawful Income or Source of Lawful Rent Payment (Section 8). The \_\_\_\_\_ (name of municipality) further objects to discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, religion, ancestry, sex, national origin, handicap or disability as prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law) and the New Jersey Law Against Discrimination. Therefore, the Municipal Council of \_\_\_\_\_ (name of municipality) do hereby approve the following resolution.

BE IT RESOLVED, that within available resources, the \_\_\_\_\_ (name of municipality) will assist all persons who feel they have been discriminated against under one of the aforementioned categories, to seek equity under federal and state laws by filing a complaint with the New Jersey Division on Civil Rights and the U.S. Department of Housing and Urban Development, as appropriate.

BE IT FURTHER RESOLVED, that the \_\_\_\_\_ (name of municipality) shall publicize this resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law, the New Jersey Law Against Discrimination, and any local laws or ordinances.

BE IT FURTHER RESOLVED, that the municipality will at a minimum include, but not be limited to: (1) the printing and publicizing of this resolution, a fair housing public notice and other applicable fair housing information through local media, community contacts and placement on the Municipal website and in other social media; (2) distribution of posters, flyers, and any other means which will bring to the attention of those affected, the knowledge of their respective responsibilities and rights concerning equal opportunity in housing.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year)

ATTEST:

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

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

# **Exhibit G**

## **Fair Housing Information for Your Website**

### **Fair Housing – It's Your Right!**

**Fair housing refers to free and equal access to residential housing – i.e., housing choice. According to the federal Fair Housing Act, it is illegal to discriminate on the basis of race, color, religion, sex, ancestry, national origin, disability, or familial status in the sale, rental, and/or financing of dwellings. Additionally, New Jersey's Law Against Discrimination prohibits discrimination on the basis of marital/ domestic partnership/ civil union status, gender expression/ identity, military service, sexual orientation, familial status and source or lawful income/ rent payment.**

Morris County complies with the federal Fair Housing Act and the Law Against Discrimination. The County is committed to promoting fair housing choice for all persons.

### **Fair Housing FAQ**

#### **What kind of housing is covered by the Fair Housing Act?**

Most housing is covered by the Fair Housing Act. In some circumstances, the Act exempts owner-occupied buildings with no more than four units, single family housing sold or rented without the use of a broker, and housing operated by organizations and private clubs that limit occupancy to members.

#### **What are some examples of housing discrimination?**

- Refusing to rent or sell housing
- Falsely denying that housing is available for inspection, sale, or rental
- Setting different terms, conditions, or privileges for the sale or rental of a dwelling
- Refusing to let disabled persons make reasonable and necessary modifications to a dwelling or common use area, at the disabled person's expense
- Refuse to provide information regarding loans
- Refusing to rent to a person who has a service animal because of a "no pets" rule
- Steering persons with one or more children and/or persons who are pregnant away from a housing unit. Even asking how many children a person has can be viewed as discriminatory and so should not be asked.
- Not offering to show a person who is in a wheelchair an apartment that is not on the ground floor if the person did not ask to only see ground floor apartments
- Advertising or making any statement indicating a limitation or preference based on race, color, religion, sex, disability, familial status, or national origin. This prohibition against discriminatory advertising applies to single family and owner-occupied housing that is otherwise exempt from the Fair Housing Act.

## Fair Housing Links

### Laws

New Jersey Law Against Discrimination: [https://www.njoag.gov/wp-content/uploads/2021/12/NJ-Law-Against-Discrimination\\_11.12.21.pdf](https://www.njoag.gov/wp-content/uploads/2021/12/NJ-Law-Against-Discrimination_11.12.21.pdf)

Federal Fair Housing Act Link: <https://www.justice.gov/crt/fair-housing-act-1>

### Who can I contact if I believe I've been discriminated against?

Complaints related to discrimination on the basis of race, color, religion, sex, national origin, disability, or familial status may also be filed directly with the U.S. Department of Housing and Urban Development (HUD).

### What information do I need to provide to file a fair housing complaint?

If you suspect that you have been discriminated against with regard to housing, file a complaint as soon as possible because there are time limits on when a complaint can be filed with HUD after an alleged violation.

Try to include the following information, if possible, when filing a complaint:

- Your name and address;
- The name and address of the person(s) or organization your complaint is against;
- The address or other identifying information of the housing or program your complaint is being filed against;
- A brief description of what happened that caused you to file the complaint; and
- The date(s) of the alleged discrimination.

### How can I file a fair housing complaint?

Fair housing complaints can be filed with HUD by telephone, online, email and by mail.

### Toll Free

1-800-669-9777

1-800-927-9275 for TTY users only

### Online

English: <https://portalapps.hud.gov/FHEO903/Form903/Form903Start.action?lang=en>

Spanish: <https://portalapps.hud.gov/FHEO903/Form903/Form903Start.action?lang=es>

Other Languages - Access the link and select desired language from the drop-down menu:

<https://portalapps.hud.gov/FHEO903/Form903/Form903Start.action?lang=en>

# Exhibit H

## Conflict of Interest

### 24 CFR 570.611

#### **(a)Applicability.**

**(1)** In the procurement of supplies, equipment, construction, and services by recipients and by sub recipients, the conflict of interest provisions in 2 CFR 200.317 and 200.318 shall apply.

**(2)** In all cases not governed by 2 CFR 200.317 and 200.318, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to § 570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to § 570.203, 570.204, 570.455, or 570.703(i)).

**(b)Conflicts prohibited.** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project, and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.

**(c)Persons covered.** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the subrecipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

**(d)Exceptions.** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

**(1) Threshold requirements.** HUD will consider an exception only after the recipient has provided the following documentation:

**(i)** A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

**(ii)** An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

**(2) Factors to be considered for exceptions.** In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, considering the cumulative effect of the

following factors, as applicable:

- (i)** Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
- (ii)** Whether an opportunity was provided for open competitive bidding or negotiation;
- (iii)** Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- (iv)** Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
- (v)** Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
- (vi)** Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- (vii)** Any other relevant considerations.

[60 FR 56916, Nov. 9, 1995, as amended at 80 FR 75938, Dec. 7, 2015]

# SAMPLE

## Conflict of Interest Disclosure

Federal law (24 CFR 570.611) prohibits employees and public officials from exercising any functions or responsibilities with respect to HUD funded activities in which they may obtain a financial interest or benefit, either for themselves or for any person with whom they have business or immediate family ties. This prohibition applies to any person who is an employee, agent, consultant, officer, or elected or appointed official of a recipient, designated public agency, or subrecipient receiving HUD funds through a subaward.

The purpose of this disclosure is to determine if the subrecipient, their staff or consultants, board members, or any elected or appointed official has a potential conflict of interest. A disclosure of the nature of any perceived or actual conflict must be made by each subrecipient receiving a subaward for HUD funding. If it is determined that a conflict of interest may exist, a request may be made to the U.S. Department of Housing and Urban Development (HUD) for an exception. The granting or denial of an exception is in HUD's sole discretion.

Have you or a member of your immediate family, either currently or within the past year, been employed by the **(Insert name of jurisdiction)**, been employed by a consultant or contractor engaged by the **(Insert name of jurisdiction)** in connection with the HUD funded activities, or been a member of an elected or appointed board in the **(Insert name of jurisdiction)**?

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

If yes, provide the name and job title of the person with the potential conflict of interest and any additional information relevant to the County's evaluation of the potential conflict of interest (attach more pages if necessary):

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By signing below, I acknowledge that I have read the attached HUD regulation regarding conflicts of interest, and I certify that the information contained in this disclosure is, to the best of my knowledge and belief, true, correct, and complete.

**Subrecipient Name and Address**

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**Typed Name and Title of Authorized Representative:**

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**Signature:**

---

**Date signed:** \_\_\_\_\_