

ESSEX COUNTY, NEW JERSEY

2010-2014 CONSOLIDATED PLAN

2013 ONE YEAR ACTION PLAN

Community Development Block Grant Program
Home Investment Partnership Program
Emergency Solutions Grant Program

Containing information on all programs and projects administered by:

**The Department of Economic Development, Training & Employment
The Division of Housing & Community Development**

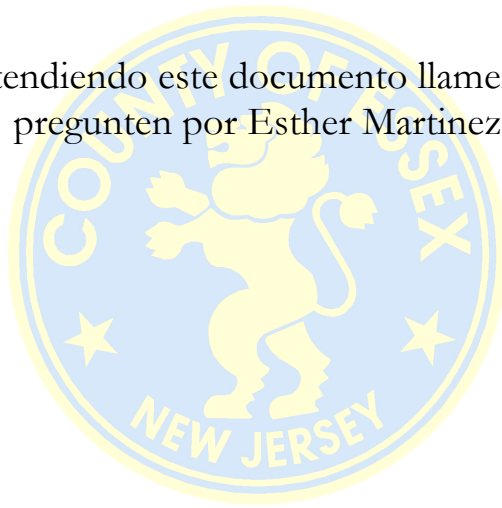
**Joseph N. DiVincenzo, Jr., County Executive
Ralph J. Ciallella, County Administrator
Anibal Ramos, Jr., Department Director
George F. Serio, Jr., Division Director**

Essex County, NJ

2010-2014 Consolidated Plan 2013 One-Year Action Plan

CDBG – HOME – ESG

Sí necesitan ayuda entendiendo este documento llamen (973) 655-0200 y
pregunten por Esther Martinez



Putting Essex County First

Containing information of all programs and projects administered by:

The Department of Economic Development, Training & Employment
The Division of Housing & Community Development

Joseph N. DiVincenzo, Jr., Essex County Executive
Essex County Board of Chosen Freeholders



County of Essex

New Jersey

Joseph N. DiVincenzo, Jr.
Essex County Executive

Ralph J. Ciallella
Essex County Administrator

Board of Chosen Freeholders

Blonnie R. Watson, President – Freeholder At-Large

Patricia Sebold, Vice President – Freeholder At-Large

Rufus I. Johnson – Freeholder At-Large

Gerald W. Owens – Freeholder At-Large

Rolando Bobadilla – Freeholder, District I

D. Bilal Beasley – Freeholder, District II

Carol Y. Clark – Freeholder, District III

Leonard M. Luciano – Freeholder, District IV

Brendan W. Gill – Freeholder, District V

Department of Economic Development Training & Employment
Anibal Ramos, Jr., Director

Division of Housing and Community Development
George F. Serio, Jr., Director

Putting Essex County First



SF 424

The SF 424 is part of the CPMP Annual Action Plan. SF 424 form fields are included in this document. Grantee information is linked from the 1CPMP.xls document of the CPMP tool.

SF 424

Complete the fillable fields (blue cells) in the table below. The other items are pre-filled with values from the Grantee Information Worksheet.

Date Submitted 5/1/13	Applicant Identifier	Type of Submission	
Date Received by state	State Identifier	Application	Pre-application
Date Received by HUD	Federal Identifier	<input checked="" type="checkbox"/> Construction	<input type="checkbox"/> Construction
		<input type="checkbox"/> Non Construction	<input type="checkbox"/> Non Construction
Applicant Information			
Essex County		NJ349013 ESSEX COUNTY	
20 Crestmont Road		133334586	
0		Organizational Unit	
Verona	New Jersey	Department of Economic Development, Training & Employment	
07044	Country U.S.A.	Division of Housing & Community Development	
Employer Identification Number (EIN):		Essex County	
22-6002433		Program Year Start Date (06/01)	
Applicant Type:		Specify Other Type if necessary:	
Other		County Consortia	
Program Funding		U.S. Department of Housing and Urban Development	
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding			
Community Development Block Grant		14.218 Entitlement Grant	
CDBG Project Titles : 2013 CDBG Including : Housing Rehabilitation, Public Services, Public Improvements, designed to principally benefit low and moderate income residents of Essex County.		Description of Areas Affected by CDBG Project(s): Countywide	
\$CDBG Grant Amount \$4,454,420	\$0Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds \$1,898,422		\$Grantee Funds Leveraged	
		Other (Describe)Private Funds \$500,000	
Total Funds Leveraged for CDBG-based Project(s)			
Home Investment Partnerships Program		14.239 HOME	
HOME Project Titles: 2013 HOME including: Rental Rehabilitation, Group Homes for the disabled, First Time Homebuyers Assistance for low and moderate income residents of Essex County.		Description of Areas Affected by HOME Project(s): Countywide	
\$HOME Grant Amount \$812,335		Describe	

\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income :		Other (Describe) Match	
Total Funds Leveraged for HOME-based Project(s) minimum of			
Housing Opportunities for People with AIDS		14.241 HOPWA	
HOPWA Project Titles N/A		Description of Areas Affected by HOPWA Project(s)	
\$HOPWA Grant Amount N/A	\$N/A Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOPWA-based Project(s)			
Emergency Solutions Grants Program		14.231 ESG	
ESG Project Titles : ESG including projects and programs to assist the homeless and at-risk population.		Description of Areas Affected by ESG Project(s) Countywide	
\$ESG Grant Amount: 493,468	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income 0		Other (Describe) Foundations/Donations	
Total Funds Leveraged for ESG-based Project(s)			
Congressional Districts of:		Is application subject to review by state Executive Order 12372 Process?	
Applicant Districts 7 th ,8 th ,10 th ,11 th	Project Districts 7 th ,8 th ,10 th ,11 th		
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.		<input type="checkbox"/> Yes	This application was made available to the state EO 12372 process for review on DATE
		<input type="checkbox"/> No	Program is not covered by EO 12372
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Program has not been selected by the state for review

Person to be contacted regarding this application		
Joseph	N.	DiVincenzo, Jr.
Essex County Executive	973-621-4400	973-621-6343
0	0	0
Signature of Authorized Representative		Date Signed

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

Title

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) _____, _____ (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws -- It will comply with applicable laws.

Signature/Authorized Official

Date

Title

**OPTIONAL CERTIFICATION
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Signature/Authorized Official

Date

Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

Signature/Authorized Official

Date

Title

ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

Major rehabilitation/conversion – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

Matching Funds – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

Discharge Policy – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Signature/Authorized Official

Date

Title

HOPWA Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Signature/Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

This information with regard to the drug-free workplace is required by 24 CFR part 21.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).



Fourth Program Year Action Plan

The CPMP Fourth Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

Narrative Responses

GENERAL

Executive Summary

The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

Program Year 4 Action Plan Executive Summary:

Essex County, New Jersey was founded in the seventeenth century and has been a major industrial and financial center in New Jersey. Today it is ranked among the top counties nationwide in population and volume and variety for industrial and business activities. Yet Newark, the largest city in Essex County and the State of New Jersey, is one of the poorest cities in the country.

Essex County, like other older urban counties across the country, has experienced dramatic economic shifts. Essex County was a major industrial area for the north east region. However, technological advances and globalization have eliminated many manufacturing jobs and reduced the need for manpower in other industries. In fact, the New Jersey Department of Commerce has reported that Essex County should expect a further decline in manufacturing jobs, and that within the next ten (10) years, the two industries that will experience the most declines are the industrial/manufacturing and textile sectors.

The unemployment rate of Essex County's minority residents is more than double that of non-minority residents in New Jersey. The unemployment rate among our minority youth is estimated at well over 50%. The County's tax base has also suffered as businesses relocate to other areas. Based on a relocation survey issued by the New Jersey Commerce and Economic Growth Commission, many businesses, both statewide and around the country, are relocating to other areas. Even so, our eligible population is increasing rapidly as recent immigrants gravitate to certain areas of Essex County in search of service employment opportunities in our more affluent areas in the western part of the county.

Because of these significant shifts in economics and demographics, urban Essex County has experienced a gradual yet steady decline in the quality of life for many its residents in our most needy communities. The graveness of this situation is reflected in the fact that in its cities, the percentage of the population living below the poverty level has increased considerably. Though only ten percent of New Jersey's population resides in Essex County, it is burdened with a disproportionate percentage of the state's poor. Essex County remains consistent with having the greatest number of welfare caseloads in New Jersey. Essex County must resolve how to address its immense social service needs, while promoting economic development initiatives that foster job creation and affordable housing.

Our Program Year 2013 funding recommendation provides for essential service and infrastructure assistance to our most vulnerable population groups. Additionally, the Essex County Division of Housing and Community Development is committed to neighborhood revitalization by providing eligible persons access to safe, decent and affordable housing and employment opportunities. The Essex County Division of Housing and Community Development is also committed to neighborhood preservation. The continuing fallout from the foreclosure crisis presents a special threat to the viability of neighborhoods in our LMI census tracts. Research shows that some neighborhoods have more than twice the national average for foreclosures and over 80% sub-prime mortgages. To address the foreclosure problem the Division is a member of The Newark- Essex County Foreclosure Task Force. Through the Task Force the Essex County Foreclosure Prevention Program was created. The Essex County Foreclosure Prevention Program was designed by this taskforce comprised of 40 national, state and local government agencies, social service and legal organizations. This program has provided expanded foreclosure prevention counseling for homeowners in the affected areas, education and outreach to train area homeowners, research and analysis on all foreclosures in Essex County and a coordinator position to track progress and coordinate foreclosure prevention efforts throughout the county. These efforts combined with the first two rounds of Neighborhood Stabilization Program (NSP) funds allocated to cities within Essex County and a third round of NSP funds allocated to Essex County directly will serve to alleviate this pervasive problem.

General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.
4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

Program Year 4 Action Plan General Questions response:

The County of Essex is a diverse consortium of urban and suburban communities. There are 18 municipalities that participate in the County's CDBG program and 19 municipalities participating in the HOME consortium. The CDBG consortium forms an "urban county," as defined by the U.S Department of Housing and Urban Development. Each CDBG municipality appoints two (2) Community Development Representatives to serve on the Essex County Community Development Representatives Committee. Through this committee, the County communicates information pertinent to the Action Plan as well as funding, projects and programs.

Essex County is extraordinarily diverse due to its population, economy and geography. The Division of Housing and Community Development, an organization of County government, has been designated to administer the Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Solutions Grant (ESG) and Neighborhood Stabilization programs. The following priorities reflect a variety of housing and community development needs that were determined through the collaborative interaction with municipal officials, non-profit agencies, homeless shelters and various social service agencies. The County's six (6) priority areas are listed below. The County has chosen to strategically allocate resources to those towns within its jurisdiction that have higher percentage of low-moderate clientele. Newark and the urban areas that surround New Jersey's largest city contain populations with the lowest median family income in the County as revealed in the 5-Year Plan. The towns of Belleville, Orange and the south end of Montclair represent the County Consortium's jurisdictions that contain a concentration of low income families. These same areas also contain the County's concentration of minority households. The City of Orange, the south section of Montclair contain the County's greatest concentration of African American population. The Hispanic population is greatly concentrated in the Township of Belleville, West Orange and the City of Orange. A more comprehensive description of needs and strategies may be found within other sections of this Plan. Accordingly, the County intends to distribute 7.27% of its CDBG funds to the Township of Belleville, 7.22% to the Township of Montclair, 9.12% to the City of Orange and 7.88% to the Township of West Orange.

PRIORITY #1: AFFORDABLE HOUSING NEEDS AND STRATEGIES

- Expand the supply of affordable housing units for low and moderate-income persons.
- Maintain the existing supply of affordable housing units for low and moderate-income persons.
- Provide rental assistance to low and very low-income households through the development of new units.
- Provide increased housing opportunities with support for first time homebuyers.

The current state of the economy and the effects of the sub-prime mortgage crisis along with the great recession has contributed to the overall decline of low-moderate homeownership within Essex County. With the continued tightening of credit standards by lending institutions, deepening recession and some of the highest property taxes in the state, it is difficult for residents to live in Essex County without experiencing a cost burden. As a result, the County plans to expand the supply of affordable housing units through the rehabilitation of existing units.

In addition, The County's joint task force with the City of Newark spawned the Newark-Essex County Consortium a cooperative consisting of the City of Newark, Essex County, the City of East Orange, the Township of Irvington, the City of Orange

Township, the Township of Montclair along with non-profits and developers to identify abandoned or foreclosed properties . The Consortium will disburse its NSP 3 program allocation in the amount of \$1.6 million in 2013. The County invested these funds entirely in the City of Orange Township, one of the hardest hit towns in the Consortium. The Consortium sought to leverage the previous investments made through the NSP 1 and NSP 2 allocations in Orange with NSP 3 and therefore have a greater impact on this municipality.

PRIORITY #2: HOMELESS NEEDS AND STRATEGIES/CONTINUUM OF CARE

Homelessness is an epidemic spread throughout the entire county. Although the concentration of homeless individuals is primarily found in the urban centers (Newark, East Orange, Orange and Irvington), homelessness is a problem in many suburban areas, including Bloomfield, Maplewood, Montclair and West Orange. The County will coordinate with the CEAS Committee – Comprehensive Emergency Assistance System –to develop procedures and a process to ensure that homeless individuals and families are offered the services they need to find and retain permanent, affordable housing. The recently released Emergency Solutions Grant Interim Rule and “Homeless” Definition Final Rule will require the Division to reconstitute its program previously operated under the Emergency Shelter Grant Program.

The towns that surround Newark are smaller, less populated and less industrial, but still a part of the urban core of the County. As one moves further from Newark the municipalities become more suburban, more affluent and less diverse racially. Poverty and homelessness are more widespread in the urban areas such as Newark, East Orange, Irvington and Orange, and the majority of agencies serving the underprivileged are located in these municipalities. In the past homelessness was considered to be a lesser problem in other towns such as Belleville, Bloomfield, Maplewood, Montclair, South Orange and West Orange, however as the definition of homelessness is re-classified to include those adults living with their extended families this view will change. This shifting view along with the the high rate of unemployment could cause this population to increase. Shelter and housing for the disabled is available in almost every municipality. Through the use of Continuum of Care, HOME, Section 8, and State funding, group homes and shared housing facilities have opened throughout the County.

The dilemma that Essex County is attempting to resolve is how to address the immense social service needs of such a large population and ensure that services positively impact on the quality of their lives. In addition, there are very limited housing options for this population. In the past the County has worked closely with Project Live, Inc., the Mental Health Association, Integrity House and Jewish Services for the Developmentally Disabled (JSDD), as well as The ARC of Essex County to create quality affordable housing for people with special needs through the HOME program. These agencies and the County relied heavily on subsidies from the State through the SRAP and HMFA to create these units. The future is uncertain, however, for these types of programs at the State level. The State is experiencing a dire financial crisis and these programs have been targeted for future cuts. The agencies that depend on these funds have expressed concern over the proposed cuts and have stated that their ability to provide these much needed services will be severely compromised.

As families and single individuals become homeless in Essex County they enter a service delivery system comprised at the core of public and private agencies.

The primary obstacle to meeting the underserved needs within Essex County is the lack of community awareness about the availability of programs. Rather than see programs and funds go unused, the County will continue its efforts to inform the public about the types of services available. The Division is committed to closing any gaps in service that may exist through coordination with other County departments and divisions, private companies and non-profit agencies. The Division has continued to promote the CDBG program by holding ground breaking ceremonies and ribbon cutting ceremonies at project sites. This has generated positive press in the local papers and increased interest in the local communities.

The Essex County Economic Development Center houses a multitude of agencies including, but not limited to, Division of Training and Employment, and the Tenant Resource Center. With all of these agencies located in one convenient location, a client has the opportunity to access their services in one visit.

The partnership of the urban county and the four (4) direct entitlement communities (Bloomfield, Newark, East Orange and Irvington), have created a system that will carry out the goals outlined in the 2013 One-Year Action Plan. These objectives will be achieved through strong cooperation and collaboration by government agencies, not-for-profit organizations, private corporations and the citizens of Essex County.

PRIORITY #3: INFRASTRUCTURE NEEDS AND STRATEGIES

·Improve the accessibility/availability of infrastructure to create a suitable living environment for low and very low-income neighborhoods.

Municipal infrastructure rehabilitation is an important component in the CDBG program and the County plans to continue remedying pre-existing conditions. The impact on the County's infrastructure was further tested by Hurricane Sandy and its aftermath. This major storm exposed the County's aging infrastructure. Although, Essex County did not experience the widespread devastation that was seen by Ocean, Monmouth and Hudson Counties it was effected nevertheless. The County's two major public facilities, the Essex County correctional facility and Passaic Valley Sewerage wastewater treatment plant were severely damaged. The correctional facility experienced flooding from the storm surge causing power outages and staff was forced to move inmates to higher levels in the facility.

The Passaic Valley Sewage plant also was overwhelmed by the storm surge and was knocked offline. As a result, the plant was forced to pump millions of gallons of raw sewage into the Newark Bay until power could be restored to the plant's treatment facilities.

Hurricane Sandy weighed heavily on the minds of local municipalities as they examined the toll on their collective infrastructure. The storm further indicated that water and sewer improvements, flood drain improvements, generators for public facilities are greatly needed in addition to street and sidewalk improvements.

Infrastructure projects will continue to emphasize leveraging public funds for projects. The average road in Essex County lasts approximately 20 years however many municipalities do not have the resources available to reconstruct their streets every 20 years and have instead put off reconstruction for 30 plus years. This combined with the heavy volume in an urban county has contributed to the crumbling infrastructure. The problems become more severe as one moves from suburban Essex to the urban core where tight budgets force these municipalities to address clear and present dangers.

PRIORITY #4: PUBLIC SERVICES NEEDS AND STRATEGIES

- Increase the existing level of accessibility/availability for low and very low-income persons.
- Enhance and increase the capacity of various health and human service agencies for low and very low-income persons.
- Enhance and increase the capacity of various health and human services agencies for the special needs populations.
- Increase the availability of transportation services throughout the County.

The CDBG program has experienced significant cuts in recent years which has severely effected the County's ability to maintain the existing levels of support for services that are offered to low and very low-income persons. The County consortium was forced to reduce funding for many important public service activities in 2013, although there continues to be an overwhelming need for such services. The County has chosen to invest its limited resources in those public services that reach the greatest number of low-moderate income people.

Essex County has the highest welfare caseload in the state, and as such, needs to offer a wide array of supportive services to help individuals obtain employment and become economically self-sufficient. Although there are a multitude of services currently available, there is no formal system that networks agencies or links individuals with services. To create a better service delivery system, the County intends to work with social service agencies to identify alternative funding sources and to analyze the existing service delivery system to identify gaps and/or duplication of services.

There is also a need to provide enhanced services for the elderly and individuals with disabilities. Each of these populations represents a considerable percentage of the urban county's population and requires more housing opportunities, health services and transportation. For example, there were 22,156 cases of HIV in Essex County in 2012 as reported by the NJ Department of Health. An overwhelming majority of these new cases were individuals who are below the poverty level. The recent cuts at the federal and state level have greatly reduced these organization's ability to meet the demands in service that are required. Planned Parenthood, for example received decimating cuts at the Federal level. Furthermore, each of these populations is burdened by a lack of affordable housing units and structures that are not barrier-free.

PRIORITY #5: PUBLIC FACILITIES NEEDS AND STRATEGIES

- Improve the availability/accessibility of existing public facilities for low and very low-income persons.

The County intends to increase the number of available public facilities spaces used by low and very low-income persons. In the past, the County has been successful in implementing projects that directly effect low and moderate-income neighborhoods, families and individuals. In the future, the County anticipates completing projects that assist low and very low-income neighborhoods. Based on a needs assessment completed for the 2010-2014 Five Year Plan, municipalities and service agencies cited the need for better social service facilities, recreational facilities and more ADA accessible facilities.

PRIORITY #6: Special Economic Development

- Revitalize commercial properties that provide goods and services to persons of low and very low income that will contribute to the sustainability of neighborhoods.

i. The Division administers the Community Economic Revitalization program, which provides matching grants to eligible business owners for façade improvements. Presently, seven municipalities participate in the CERP program designed to improve business districts in low and moderate-income neighborhoods. The Division has restructured this program and through reprogramming established a pool of \$500,000 that has been utilized for commercial rehabilitation. Applications are distributed to the municipalities along with a CERP manual. The municipalities are the conduit for providing information, receiving applications to ensure applicability with local design criteria and then submit the applications to the Division for eligibility review. The Division processes applications on a first come basis and notifies the eligible municipality of approval of an application within 30 business days. The Division is responsible for all administrative requirements for the program including but not limited to environmental reviews, bidding requirement reviews with businesses, pre-construction conferences and subsequent monitoring. A financial update of the program's balance of available funds is announced at the monthly community development representative's meeting depending on the amount of requests during the previous month. Due to the drastic cuts to the CDBG program the County will not seek additional funding for this program and will continue to utilize the funds set aside from the reprogrammed allocation.

Managing the Process

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

Program Year 4 Action Plan Managing the Process response:

1. The Essex County Division of Housing and Community Development has the primary responsibility for the development of the One-Year Action Plan including technical assistance and the coordination of a Review Committee. Therefore, the Division of Housing and Community Development will act as the lead agency for the submission of the 2013 Action Plan as well as for the implementation and incorporation of its elements. With the help of each participating CDBG and HOME municipality, private companies and not-for-profit organizations, the goals of the plan will be accomplished.
2. Each year, the Division of Housing and Community Development prepares for the Consolidated Plan process by contacting each participating municipality and service agency about their need for programs and services that are funded through CDBG, HOME and ESG. Discussion of programs and service needs are generally completed at the first Community Development Meeting, as well as, at individual meetings with each potential recipient. In addition, the County reviews the program information from the previous year to evaluate performance. For the 2013 One-Year Action Plan, the Division of Housing and Community Development also incorporated a review of the most current U. S. Census (2000) information to identify demographic shifts or trends that may indicate a need for special programming or changing priorities.

With these goals in mind, the Division of Housing and Community Development intends to utilize programs such as the Community Development Block Grant Program (CDBG), the Home Investment Partnership Program (HOME) and the Emergency Solutions Grant Program (ESG) to create an environment that promotes increased safe, sanitary, affordable housing options within Essex County, and ultimately, a better quality of life for its residents.

There is one (1) public housing authority (Orange) and three (3) housing agencies (Bloomfield, Montclair and West Orange) that participate in this process to ensure that the needs of their constituents are met. The Division also works closely with the CEAS, or the Comprehensive Emergency Assistance System, to identify the needs of the homeless. The Township of Bloomfield is also part of the HOME consortium and will offer input regarding their needs. The goal of the Action Plan process is to obtain input from as many different groups as possible so that programs and services can be administered effectively. A further description of this process can be found in the Citizen Participation Plan.

3. Throughout the 2013 Program Year the Division of Housing & Community Development will hold monthly meetings at McCloone's Boathouse in West Orange due to its centralized location in the consortium. The purpose of these meetings is to disseminate important information regarding the programs to the constituents. These meetings enhance the services of the public and private agencies by addressing important issues in a public forum. It allows other agencies to interact with one another and with the Division to formulate solutions to problems and overcome deficiencies in funding by integrating other funding sources. It also enhances public participation in the process. The Division will post notices of the meetings on the County's website.

Citizen Participation

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.
Program Year 4 Action Plan Citizen Participation response:

In accordance with the National Affordable Housing Act of 1992, the Division of Housing and Community Development considers the Citizen Participation component to be integral to the Consolidated Planning process. Although the County places particular emphasis on participation from residents of low and moderate-income areas, the programs and projects that are initiated as a result of the Consolidated Plan benefit all County residents. Therefore, all citizens are encouraged to participate in the development of the 2013 One Year Action Plan. Additionally, the County includes the Township of Bloomfield in this process because of their involvement in the HOME consortium.

To meet these requirements, the Division of Housing and Community Development has prepared the following Citizen Participation Plan outlining the Division's objectives and how they will be accomplished.

I. Objective: To provide citizens with information concerning the range of eligible activities, applications, and program requirements.

1. Week of October 23, 2012 notification for the submission of applications was given to:
 - a. All Community Development Representatives as elected by the participating municipalities.
 - b. All Public Service Agencies that have participated in the program previously
 - c. Advertisements for applications were be placed in local papers and posted on the County's website.
2. Deadline for submission of 2013 applications was 12:00 noon on December 19, 2012.

II. Objective: Provide for and encourage citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used, and provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction.

Implementation:

1. The Essex County Division of Housing & Community Development will hold monthly meetings of all Committee Development Representatives. These meetings are scheduled for the third Thursday of each month.
2. The Essex County Division of Housing & Community Development will hold two public hearings. The location of these hearings will be at the Salvation Army, Montclair. This will allow equal opportunity for all county residents to attend.

The locations for the 2013 Program Year will be:

Fall: The Salvation Army
13 Trinity Place
Montclair, NJ
Date: October 29, 2011
Time: 6:00 PM

Spring: The Salvation Army
13 Trinity Place
Montclair, NJ
Date: April 11, 2013
Time: 6:00 PM

Notice of Countywide public hearings will be handled as follows:

- a. A letter of invitation will be sent to the following:
 - Community Development Representatives
 - The Mayor of the participating municipality
 - the Directors of the Service Agencies
 - Emergency Shelter Representatives
 - Home Investment Partnership Program recipients
- b. An advertisement will be placed in the legal section of the Star Ledger and local papers as well as the County website <http://www.essex-countynj.org/index.php>

- c. Notices will be placed in various buildings throughout the municipalities by the Community Development Representatives (e.g. Library, police station, municipal building).

Notice of Municipal Hearings will be handled as follows:

- a. A notice must be published in the local paper advertising two public hearings to be held in the municipality prior to the December 19, 2012 municipal application submission deadline.
- b. Community Development Representatives will place notices in various buildings throughout the municipality encouraging local citizen participation.

The hearings are designed to enable citizens to comment on all aspects of the Community Development Programs. Therefore, the citizen comment portion is the largest of all components of the hearing. The Division of Housing & Community Development within a reasonable amount of time will provide response to all written grievances and proposals. This period shall not exceed ninety (90) days from receipt of the written comment.

1. The municipality will notify all residents of the project area at least one week before construction begins.
2. Direct Mailing
3. Posters in the project area.

If the nature of the project warrants, (determined by Essex County Community Development), the individual municipality will hold a meeting with all concerned citizens. Minutes of these meetings will be kept on file at the Town Hall and Essex County Division of Housing & Community Development.

III. Objective: To provide citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds as required by the regulations of the Secretary and relating to the actual use of funds under the Act.

1. Public Hearings:
 - A public notice appears in the local papers at least fifteen (15) days prior to the scheduled date of the hearing.
 - An invitation is sent to all Community Development Representatives, Mayors and agency and company representatives at least two (2) weeks before the scheduled date of the hearing.
 - A follow-up telephone call is placed to each municipality, agency and company within one (1) week prior to the scheduled date of the hearing.
2. Community Development Representative Meetings:
 - Meetings are scheduled for the third Thursday of each month.
 - A reminder is sent to the Representatives, Mayor and clerk of each municipality.
 - Minutes of each meeting are kept on file at the Division of Housing and Community Development within two (2) weeks following the meeting for public access and review.
 - Minutes from each meeting are mailed to all representatives and agencies and are reviewed at the beginning of the next meeting. These minutes are also kept on file at the Town Hall for public access and review.

3. Public Accessing of Information:
-All information regarding Community Development programs is on file at the:

Division of Housing & Community Development
Kip's Castle Park
20 Crestmont Road
Verona, New Jersey 07044

The proposed Essex County Consolidated Plan Objectives and Proposed Use of Funds is published fifteen (15) days prior to the second public hearing. This Statement is also presented to all persons in attendance at the hearing. Additional copies are available upon request from the Division of Housing and Community Development.

4. Submission of the Consolidated Plan to HUD:
-A fifteen (15) day comment period follows the public hearing. During this time, all responses to citizen comments are prepared. Upon completion of this period, the 2013 One Year Action Plan and Use of Funds is submitted to HUD.

IV. Objective: To provide technical assistance to groups representing low and moderate-income persons who request assistance.

1. The Division of Housing and Community Development's staff is available to any person or group requesting assistance. The following areas of expertise is provided upon request:

- Housing
- Public Improvements
- Public Facilities
- Environmental Reviews
- Application Submission
- Income Surveys

2. Technical assistance is available at, but not restricted to, the Division of Housing and Community Development's offices at Kip's Castle (Carriage House), 20 Crestmont Road, Verona, New Jersey 07044.

3. Notification for the availability of technical assistance is made via letter or e-mail to each requesting person or group.

V. Objective: To conduct public hearings to obtain citizen views and respond to proposals and questions at all stages of the Consolidated Plan development process, including, but not limited to, identification of needs, review of proposed activities, and evaluation of program performance.

Implementation:

1. The Division of Housing and Community Development holds at least two (2) public hearings each program year. The first Hearing is held to discuss the application process and the development of the Consolidated Plan. The second public hearing is held to discuss the Plan, including the Proposed Use of Funds. Additional public hearings may be scheduled when the Division substantially amends the action plan. The County must notify HUD of a substantial amendment to the Action plan. The Division will notify the public of availability of reprogrammed funds via a public notice in the Star Ledger and the County's website as well as announcing reprogrammed fund availability at the monthly Community Development Representative's meeting.

Notification of these hearings is handled as follows:

- Advertisements are published in the local papers at least fifteen (15) days prior to the scheduled date.
- Invitations are sent to each Mayor, Community Development Representative and clerk for each of the participating municipalities. Participating service providers also receive an invitation.

The Division of Housing and Community Development will post the consolidated plan on the Essex County website and ensure that it is available at the following Essex County municipalities, as well as the Division of Aging, Division of Community Action, Division of Community Health Services, the ARC of Essex County, Mental Health Association and FOCUS.

2. The Division of Housing and Community Development holds monthly Community Development meetings to discuss program performance. This forum allows for the discussion and dissemination of any existing or future HUD regulations or information that is pertinent to the County and the implementation of the CDBG programs.

The location of these meetings will be held at McCloone's Boat House in West Orange and at various sites throughout the consortium to permit the public complete access to the information that will be disseminated.

3. The Division of Housing and Community Development also holds individual meetings with the representatives from each municipality. At these meetings, municipalities receive information regarding their funding and current program evaluations. These meetings are scheduled to begin during the first week of January. During these meetings, the following items are discussed:

- a. the town's funding and project implementation history.
- b. 2013 applications
 - Documentation
 - Project evaluation
 - Timely expenditure of funds

In some cases, supportive documentation is requested. This information is then added to the current municipalities' application and kept on file at the Division for public reference.

VI. Objective:

To provide a timely written answer to written complaints and grievances, within fifteen (15) working days where practical.

Implementation:

1. Documented complaints and grievances are responded to, in writing, within fifteen (15) working days from the receipt of the complaint.
2. If written responses cannot be offered within fifteen (15) days, notification is made to the complainant by telephone and in writing. This notification will estimate the approximate time frame for a response to be issued.

VII. Objective

To provide program information to persons with special needs including, but not limited to, non-English speaking persons, deaf persons, blind or sight impaired persons, or persons with disabilities.

Implementation:

1. An interpreter, who is fluent in Spanish, is available to provide assistance at the public hearings and technical assistance meetings. Based on current county demographics, the attendance of Spanish speaking residents is anticipated. Interpreters for other languages may be available upon prior request.
2. Interpreter assistance is available throughout the 2010-2014 Consolidated Plan 2013 One Year Action Plan process. (Prior notification to the Division is required.)
3. Blind or sight-impaired persons will receive assistance from E.I.E.S of New Jersey, an agency that operates an informational news service for the sight impaired and homebound.
4. Hearing impaired persons will receive written material. All public hearings are transcribed to minutes and circulated throughout participating municipalities.
5. Transportation is provided for individuals with disabilities to and from public hearings and technical assistance meetings. All meetings are scheduled in barrier-free facilities. (Prior notification to the Division is required.)
6. Any additional needs are addressed on an individual basis.

Note: Additional citizen participation may be included by each municipality in their corresponding Citizen Participation Plans. However, UNDER NO CIRCUMSTANCES, may the municipality omit any provision in this plan.

VIII. Amendments to the Action Plan

An amendment to the One-Year Action Plan is required when a substantial change is requested to the existing annual action plan submitted to HUD.

An amendment is required if:

1. If there is a substantial change in the scope of the activity.
2. If the cost increase is more than 20% of the established allocation of the activity.
3. If it is deemed necessary by the Division, due to unusual or extraordinary circumstances.

An amendment is not required if:

1. If the increase in costs is no more than 20% of the established allocation for an activity.
2. If a new eligible activity is identified by the County and the cost is less than 20% of the existing program year's allocation. The Division shall notify the public of this new activity via a posting on the County's website and ad in the Star-Ledger.
3. If a proposed change of scope is minor and reasonably consistent with the original scope of the activity.

Amendment Procedure for substantial changes to the One-Year Action Plan

1. 15-day public notice of availability of funds due to reprogramming.
2. Public Notice of proposed awards of reprogrammed funds and changes.

3. Public hearing on proposed award of funds and changes to existing action plan.
4. Public Comment period of 15 days.
5. Submit amendment to action plan with public comments to HUD.
6. Decision memo to the Board of Chosen Freeholders for approved amendments.
7. Approval by the Board of Chosen Freeholders.
8. New contracts entered into and signed by all responsible parties.
9. IDIS updated to reflect changes to the action plan.
10. Funding made available to the grantee through the provision of a purchase order by the Division of Accounts & Controls.

Activities can begin, if it is a capital activity all-applicable bidding requirements and environmental reviews must be performed.

Institutional Structure

1. Describe actions that will take place during the next year to develop institutional structure.

Program Year 4 Action Plan Institutional Structure response:

The Essex County governmental structure consists of a County Executive (the executive branch) and Board of Chosen Freeholders (the legislative branch). The executive branch is divided into nine Departments that consists of more than thirty divisions. Through these departments and divisions, the County institutes all policies, programs, and projects. The County's current economic status directly impacts its ability to carry out activities under the Action Plan. The Division of Housing and Community Development is grant funded and does not directly affect the County budget.

Monitoring

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

Program Year 4 Action Plan Monitoring response:

The priorities previously listed can only be reviewed and implemented with the proper monitoring and compliance standards in place. The County will progressively review each priority during the project implementation phase. The County's strategy for monitoring will employ continuous quality improvement measures that aggressively and consistently monitor projects to ensure that short term and long term goals are being met.

Additionally, the Division consists of technical staff experienced in the various program and project type areas. Subsequent projects funded with the resources previously noted are monitored in the following areas:

1. Compliance with the following National Objectives:
 - Benefit to low and moderate income persons
 - Elimination of slums and blight
 - Urgent need
2. Compliance with federal, state and local procurement standards.
3. Compliance with the Davis-Bacon Prevailing Wage Act and similar state requirements.

4. Compliance with all federal OMB financial management guidelines.

Compliance in these areas is verified through the following processes:

1. Receipt and review of monthly service provider clientele reports.
2. A minimum of two (2) on site monitoring visits for each project per program year.
3. The monthly distribution of a financial summary by municipality.
4. Annual review of the all, Single Audits conducted of funded projects.
5. Constant interaction with the primary project contact person and municipal representatives.
6. The use of explanatory and comprehensive grants and loans agreements.
7. The filing of mortgage liens and/or deed restrictions on capital projects that receive Over \$25,000 in CDBG funding.

Using these strategies, the Division of Housing and Community Development will maximize the efficiency of each of its programs and achieve the short term and long term goals outlined in this Plan. During the planning process, it was identified by the Program Performance sub-committee that the County needed to incorporate monitoring strategies that would enable better compliance for grantees. The result of the committee's analysis yielded a more efficient reporting system, more clearly defined program benchmarks and more accountability for grantees. This system would equip the County with the tools necessary to ensure that programs are constantly meeting HUD's goals and that funds are being spent.

I. Pre-Approval

The Division reviews proposed project applications. Recommendations are made base upon the developer's ability to implement a project as well as a history of implementation for similar projects. Comparisons are made on the various types of projects (i.e. easy to implement, short/long implementation, has that type of project been done before).

- Budgets are reviewed
- Implementation schedules are reviewed
- Funding is recommended
- Conditions if any are stated

II. Interim Approval

Director Review - The Division Director reviews as the projects are submitted.

Division Review - The Division staff reviews application.

Department Head Review - The Director, Assistant Director, and Section Managers consult with Department Director.

County Executive and County Administrator review - Proposed projects presented to the County Executive and County Administrator for review.

Municipal Meetings - Each municipality is told which projects are tentatively scheduled for funding.

Environmental Reviews - Monitoring and Compliance Unit reviews projects for exempt or categorical exclusion per NEPA regulation.

Statement is prepared.

List of projects typed for files - M & C Planning, Fiscal

HUD approval of projects, advertisement of projects, Clearance/Release of Funds.

III. Official Approval

- A. Bid specs and plans should be in office for approval. Division maintains a current listing. Federal Wages as submitted by HUD area office for each project.
- B. Unit approves and stamps specs per Federal Labor Standards Provisions when applicable.

IV. Contractual Documentation

- A. As the contract information comes in, all documents are filed in project files. A Ledger sheet is kept in the "contracts" file for each project. It is used to track project expenditures as each voucher is submitted.

V. Pre-Construction Procedures When Required

- A. the applicant, contractor of award and M & C unit staff schedule a convenient date for a Pre-Construction Conference. This meeting is usually held within two weeks of awarding contract. The applicant invites appropriate local officials, utility companies, etc. to discuss pertinent construction details. Applicant sends notification of the pre-construction conference date, place and time and possibly the agenda to the Division.
- B. Minutes of the Pre-Construction Conference are usually taken by the applicant, although the M&C unit may be asked to prepare them. All of HUD's requirements, rules, and regulations are discussed and explained. The required forms are distributed. Additional copies can be obtained if necessary. The contractor is then instructed how to complete the forms, fulfill requirements and advised of dated to submit forms.
- C. Payment schedules are discussed. Contractor is advised that complete compliance with regulations including Davis-Bacon is the only assurance of payment on the contract. The applicant is also advised that they are directly responsible for all of the subcontractor forms.
- D. The forms given to the contractor are as follows:
 - 1. Contractor Checklist (all forms distributed are listed, contractor signs and returns at the end of the meeting) to acknowledge receipt and understanding.
 - 2. Contractor Certification of Eligibility (Should be in contract documents and signed. If it is, then it is not necessary at this point.
 - 3. Statement of Compliance
 - 4. Payroll forms
 - 5. Monthly Employment Utilization Report
 - 6. Notice to Employees (sign)
 - 7. Job Safety and Health Protection - (sign)
 - 8. Community Development - (sign)

9. Contractor's Clearance Requirements

Note: Forms are to be submitted separate from voucher documentation. Contractor checklists are given to verify that forms were received and that contractor agrees to comply, understands all the requirements and will follow and obey all regulations fully.

E. The contractor is asked to submit the following on company letterhead:

1. Certification of Apprenticeship Program (if applicable)
2. Affirmative Action Plan or State Monthly Project Manning.
3. List of employees, titles and hourly wages to be paid while working on this federally assisted project.

Note: Contractor is also asked if he can complete the work stated in the contract, within the time frame specified and for the amount of his original bid. If the contractor has any reservations they are dealt with on the spot.

VI. Construction Procedures

The applicant will advise the M & C unit of actual start of construction on every project. The standard form utilized contains:

1. Contract award date
2. Project Name
3. Location
4. Number of applicable wage decisions (both federal and state)

Note: Payroll forms, Monthly Employment Utilization Reports, Statement of Compliance and all other forms may be requested on weekly, monthly and immediate basis. Any and all subcontractors are required to submit forms through the prime contractor, then to the M & C unit. The payroll forms will be checked to assure proper payment of wages and fringe benefits per current prevailing wage determination.

When applicable, at the start of construction wage determination must be on file to cross reference when checking payroll forms. The list of employees requested at the Pre-Construction Conference is also of use during payroll check. Employee interviews are conducted at the On-Site-Monitoring, which is performed at least once during contract period, depending on duration of the project. Unit is requested to obtain three or four employee interviews. The project Engineer may be asked to accompany a staff member to a site visit and to conduct employee interviews if unit is unable to do so. This ensures greater employee cooperation. Standard forms are utilized to perform On-Site-Monitor and Employee Interviews. Each interview and monitor report is kept on file at the Division of Housing & Community Development. Employee interview is also compared to wages on payroll forms to assure that wages stated are exactly what employee is receiving. The contractor is advised to post wage determination in a conspicuous place for employees to see. The wage rates can either be on the site or at the place where wages are paid.

The On-Site-Monitor is conducted to insure: that the site is the same as the one in the contract, the work is the same as identified in the contract, job signs are in place, contractors/sub-contractors are the same as identified in the contract.

VII. Payment Procedures

When a request for payment is received by the M & C unit (county voucher) it should be accompanied by a complete break down of what the funds were spent on. The project engineer or project manager responsible will certify that all materials, and/or services were received. The M & C unit then reviews the payment request documentation, certification, and the entire project file to assure that all pertinent forms, contracts, etc. are on file and the expenditure is deducted from contract amount. The staff member holding voucher then stamps the voucher. If the documentation is not sufficient or incorrect the voucher is held until the matter is resolved. Once the M & C unit approves the payment the voucher is given to the fiscal officer. A copy is maintained on file.

VIII. Project Completion

The entire project file is reviewed prior to payment of final voucher to assure compliance has been met with all Federal Labor Standards Provisions and the M & C procedures as set forth by this office. If items are missing, the borrower should be given written notice and a copy sent to the applicable contact persons.

Change Orders:

Construction projects which incur unexpected costs due to emergencies, unit price increases etc. are allowed by the Local Public Contracts Law to go over original contract amount up to 20%. The construction engineer prepares a change order. The documentation required prior to a change order approval is:

1. Contractor itemized cost breakdown
2. Engineers itemized cost breakdown and recommendation
3. Reasons why change order is required
4. Nature of change
5. Why was change not in the original bid documents

Upon receipt of the above, the information is reviewed. A letter is forwarded to the applicant regarding the determination.

In most cases of project necessitation change orders, the funding of the additional work comes directly out of the original project allocation. Some change orders do not result in an increase in cost, they can result in a decrease in the contract amount.

If the change order is an increase in the contract amount and over the original project allocation, then a contingency request or transfer of funds must be entertained to secure the necessary funds. Approval by the consortium is required prior to the award of the contingency funds. Applicants are encouraged to watch out for increases and prevent them whenever possible.

IX. Reporting

A quarterly report is prepared by the HOME monitor on all contracts and sub-contracts. The report is a tracking tool for minority business participation under Housing and Community Development Block Group programs. Contract amounts of \$10,000.00 or more are recorded. This report is submitted in duplicate to the HUD area office. A relocation report is prepared annually by the unit on all real property acquisition and relocation activities. This report is submitted to HUD area office by October 31st of each year.

X. Real Property Acquisition and Relocation

Projects dealing with property acquisition have a separate checklist and procedure to follow. These projects require additional documentation, quite different from the "Capital Improvement" projects. The applicant is given a copy of the checklist, procedures and the required HUD pamphlet(s) on acquisition. Sometimes during the acquisition of property, the displacement of tenants, homeowners and commercial establishments is unavoidable. When this occurs the Uniform Relocation Act of 1970, governs the relocation of those persons. HUD Handbook 1376.1 contains rules, regulations, laws and guidelines on Relocation and Real Property Acquisition.

If relocation costs are inevitable, then specific HUD forms relating to displaced person(s), must be processed by the borrower prior to the unit authorizing payment. The M & C Unit provides the applicable forms to the applicant requiring them.

Lead-based Paint

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

Program Year 4 Action Plan Lead-based Paint response:

The County administers the Home Improvement Program and is required to inform all applicants with housing constructed prior to 1978, which are occupied by families with children less than seven (7) years of age of the dangers of lead based paint and shall:

- Provide applicant with a copy of HUD Notice entitled "Watch Out for Lead-Based Poisoning.
- Discuss the availability of free testing service available for blood level screenings of all children residing in the residence whom are less than seven (7) years of age.

If the applicant elects to receive the free testing and the blood levels are found to be below the acceptable State standards, the processing for rehabilitation shall proceed.

If the blood levels exceed the State standards, the New Jersey State Health Department shall initiate the necessary investigative forms and requirements and compliance shall be placed with the County Health Department.

Deferred payment loans are provided to property owners for the reduction of lead-based paint hazards in connection with the rehabilitation of substandard housing units.

During Program Year 2013, the Division of Housing and Community Development will use the following objectives to develop programming for lead based paint removal:

1. Provide education to homeowners and developers regarding lead based paint hazards and the required and desirable ways of removing lead based paint.
2. Assess the current procedures for residents, landlords and developers to remove lead based paint and determine if changes need to be made to make the system more "user friendly" and to integrate better tracking methods.
3. Expand the number of contractors who are qualified to perform lead based paint reductions and lead paint hazardous evaluation assessments.
4. Identify lead safe units.

4. The Division has entered into a contract with a certified lead paint risk consultant, Mandell Lead Inspectors, Inc. to provide risk assessment and clearance reviews for all eligible residential housing rehabilitation activities funded with CDBG and HOME dollars.

The Lead Based Paint Poisoning/Testing procedures shall be utilized in all housing rehabilitation programs funded through the US Department of Housing and Urban Development. All applicants being served through all housing rehabilitation programs (CDBG & HOME) shall continue to receive the HUD Notice entitled "Watch Out for Lead-Based Poisoning". The County will amend their current rehabilitation program guidelines to conform to the recently Adopted HUD regulation 24 CFR Part 35. This regulation pertains to the Federal lead based paint requirements. The following chart summarizes the County of Essex inspection procedures associated with lead based paint regulation:

Funding Amount	< \$5,000	\$5,000-\$25,000	> \$25,000
Approach to Lead Hazard Evaluation & Reduction	Do no harm	Identify and control lead hazards	Identify and abate lead hazards
Notification	Yes	Yes	Yes
Lead Hazard Evaluation	Paint testing of surfaces to be disturbed by rehabilitation	Paint testing of surfaces to be disturbed by rehabilitation. Risk Assessment	Paint testing of surfaces to be disturbed by rehabilitation. Risk Assessment
Options	Presume Lead Based Paint Use safe work practices	Presume lead based paint and/or hazards Use standard treatments	Presume lead based paint and/or hazards Abate all applicable surfaces

The following information defines items listed above:

- *Do no harm* – Perform the rehabilitation in a way that does not create lead hazards.
- *Identify and control lead hazards* – Identify lead-based paint and hazards and use a range of methods to address the hazards.
- *Identify and abate lead hazards* – Identify lead-based paint hazards and remove them permanently.

Notification

- Distribution of pamphlet “Protect Your Family From Lead In Your Home” or an EPA or HUD approved alternative. Each program applicant is required to sign an acknowledgement of receipt of this brochure.
- Unit occupants must be notified of any lead hazard evaluation results and of the hazard reduction activities and clearance.

Lead Hazard Evaluation

- The Lead Hazard evaluation will be determined by the level of rehabilitation assistance described above.

Lead Hazard Reduction

- *Repair of Paint Disturbed During Rehabilitation* – Includes repairing disturbed paint and applying a new coat of paint.
- *Interim Controls and Standard Treatments* – Includes addressing friction and impacts surfaces creating smooth and cleanable surfaces, encapsulation, removing or covering lead based paint components, and paint stabilization.

- *Abatement* – Involves permanently removing lead based paint hazards, often through paint and component removal and enclosure.
- *Safe Work Practices* – Safe work practices must be used for all work on all lead based paint surfaces. Safe work practices are required on interior surfaces larger than two square feet and on exterior surfaces. Safe work practices are required on interior surfaces larger than two square feet and on exterior surfaces larger than twenty square feet.
- *Clearance* – Clearance must be performed by a certified professional to check if rehabilitation units are safe for future occupants.

Preliminary Property Inspections

The Preliminary Property Inspection is designed as a brief walk-through of the home by the cost estimators to:

- A. Certify that the home has at least one health, safety, or code violation that must be corrected.
- B. Document whether the home has a high decibel level or a low decibel level.
- C. Indicate whether the home is likely to require more or less than \$25,000 in rehabilitation.
- D. Indicated what level of degradation the house exhibits.
- E. Indicate the presence of absence of lead based paint.

HOUSING

Specific Housing Objectives

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 4 Action Plan Specific Objectives response:

The depressed real estate market in Essex County has made it extremely difficult to provide affordable housing to those who need it most. Increased costs from high property taxes are passed from developers and landlords directly to the owner or renter so that the return on investment remains constant. Other trends have also continued to hinder the development of affordable housing, including diminishing funding at the State level for affordable housing. The continued economic recession and the lack of available jobs has increased the number of persons and households categorized as low and moderate income. Many of these individuals cannot afford to live in Essex County because of the high cost of living.

Maintaining the supply of affordable housing for low and moderate-income persons especially those with special needs. The data compiled during the research of the Division’s 5 year plan indicated an overwhelming need of permanent supportive housing for those transitioning out of foster care, mental health institutions, homeless shelters, the justice system, etc. It was determined that the County is significantly deficient when it comes to having units available for this segment of the population.

The Division has sought to expose the issue of the lack of housing for people with developmental disabilities and the 8,000 person waiting list for suitable

housing at its monthly community development representative's meetings. The Division provides information in the form of articles on the subject and statistics showing the high cost of housing people with special needs in state facilities. For example, it costs the state and ultimately taxpayers over \$500 a day to house an individual with special needs in an institution.

The Division will continue to provide assistance in the development of housing in this category a #1 priority for the 2013 Program year. The need far exceeds the amount of funds to address the situation however the Division will work closely with our service agency partners to leverage federal funds with State and local funds to provide more housing in this category. The Division continues to build relationships with affordable housing developers who also provide supportive service.

In addition, the County will maintain the supply of affordable housing units through the rehabilitation of existing units. There is also a significant need for affordable housing for senior citizens. The few facilities in the County have extremely long waiting lists. The Division will utilize CDBG through the Home Improvement Program to help those seniors who can still live independently but do not have the income to address code and safety violations in their homes.

Home Improvement Program

The County has a CDBG funded housing rehabilitation program to provide moderate rehabilitation to bring units up to State and local code for income qualified households. The cap on assistance through this program is \$25,000. The threshold limit was increased last year due to rising costs in materials and labor. The County secures the investment with a lien on the property for the amount of assistance. The County reduced the term of the lien from 20 years to 10 years in order to appeal to more seniors who previously had reservations with the County recording a 20 year lien on their property.

First Time Homebuyers Assistance Program

The County will continue to administer the First Time Homebuyer's Program which will provide down payment and closing cost assistance to income eligible purchasers within the 19 communities in the Essex Consortium (Bloomfield Township is a member of the HOME Consortium). The County will work with NJ Citizen's Action, a HUD certified housing counseling agency, which will provide homebuyer counseling in a one on one format. As part of their contract NJ Citizen's Action will conduct credit checks of applicants and work with banks to assist the buyers in getting affordable mortgages.

Priorities

- A. Expanding the supply of affordable housing for low and moderate-income persons.

The County will continue to expand the supply of affordable housing units through the rehabilitation of existing units and providing assistance for the construction of new units.

- i. New Construction

New construction projects will continue to be in the form of Rental and Homebuyer projects. Funding will be provided through the HOME Program in the form of low and no interest construction or bridge loans. This form of financial assistance lowers the development cost of a project and subsequently lowers the sale price. Additional new construction projects may be assisted through mortgage or down payment assistance to

the homebuyer through the HOME Program. This also will save the homebuyer money paid out to the banks in interest payments. In either case, the projects would be further assisted through the involvement in the State of New Jersey Housing and Mortgage Finance Agency (NJHMFA) as operated by the State's Division of Community Affairs.

Additional new construction may be in the form of rental housing. In most cases, new construction of affordable rental housing is not feasible based upon the lack of other government subsidies. Isolated conditions, however, may offer opportunities to undertake such a project. The County will seek to assist those projects through the low and no interest loans.

Anticipated Accomplishments:

First Time Homebuyers: 2 owner-occupied units

Low Density Rental: 3 units (these will be part of various projects sponsored via CHDO's such as The Arc of Essex County, Inc.)

ii. Rehabilitation

As a densely developed county, Essex contains a large number of sub-standard vacant housing. The County has experienced continued moderate success in rehabilitating structures (single and multi-family) through the CDBG and HOME Programs.

Through the HOME Investment Partnership Program and the NSP 3 Program, the County has and will provide low and no-interest construction or bridge loans to developers, landlords, and most importantly eligible non-profit Community Housing Organizations (CHDOs) for the rehabilitation of affordable Housing. Using the HOME Program funds in this fashion has enabled the County to create a revolving pool of funds.

Anticipated Accomplishments:

Low Density Rental: 23 units (these units will probably be Acquired, Rehabilitated or Constructed through a CHDO or non-profit developer such as the ARC)

High Density Rental: 11 units (through the affordable housing program)

B. Maintain the existing supply of affordable housing units for low to moderate income persons.

i. Owner-Occupied Rehabilitation

The County currently administers a Home Improvement Program, which provides deferred payment loans to eligible owner occupants of one to three family structures. Assistance is provided for the abatement of code violations including but not limited to roof, electrical, heating, and plumbing. Each program year the County anticipates completing between 20 and 25 units of housing through this program. Upon completion, the structure is again inspected and receives a

standard certification.

Anticipated Accomplishments:

Owner Occupied: 20(based upon 20 units per year through the Home Improvement Program)

ii. Renter-Occupied Rehabilitation:

The age of the structure combined with the high cost of living in this part of the country and particularly Essex County, results in a disproportionate amount of affordable rental housing that is substandard, yet occupied.

The County intends to provide rehabilitation assistance to the owners or buyers of affordable rental housing through the CDBG and HOME Programs. Once again funds will be provided through low and no interest loans. Loans will be structured to meet the needs of each specific project. Loan terms will be dictated by the unique needs of the project with respect to affordability and reasonable return on investment by the owner and the most expeditious repayment of funds.

Anticipated Accomplishments:

Low Density Rental: 5 units (based upon 25% of all HIP projects are two to four family structures.)

- C. Provide rental assistance to low and very low-income households.
- D. Provide increased housing opportunities for first time homebuyers.

As stated previously, the County intends to provide assistance to first time homebuyers by various means. The County will provide down payment and mortgage write-down assistance. It will also provide rehabilitation financing (deferred payment and conventional low or no interest loans) to first time homebuyers.

Needs of Public Housing

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

Program Year 4 Action Plan Public Housing Strategy response:

The County will continue to work cooperatively with the Orange Housing Authority and West Orange and Montclair Agencies that operate within its consortium. The Division is currently working with Orange Housing Development Corp. a subsidiary of the Orange Housing Authority to develop 8 units of affordable housing through the NSP 3 program.

The agency has indicated in their PHA plan that they will leverage other governmental resources. The County will continue to make its technical resources available to the Orange Public Housing Authority upon their request.

The County will continue to foster a working relationship with the respective municipalities to address and expand the supply of affordable housing, improve the quality of assisted housing and to increase the availability of housing choices.

Barriers to Affordable Housing

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

The credit crisis, the recession, sub-prime mortgage fallout have contributed additional barriers to affordable housing in Essex County. To combat this pervasive problem the Division has participated on the foreclosure task force, which strives to accomplish the following:

To provide Essex County residents with the necessary information to access mainstream financial services, avoid becoming victims of predatory lending and other financial frauds, and provide homeowners in default with crisis counseling in an effort to prevent foreclosure.

The Foreclosure Task Force will continue to promote homeownership and asset building among Essex County homebuyers and homeowners, and address the skyrocketing foreclosures, which have resulted from abusive lending practices by implementing comprehensive education, outreach, and remediation services.

Without housing counseling, education and outreach, more Essex County residents risk falling victims to abusive lending practices and ultimately foreclosure and loss of equity in their homes, causing increased homelessness and financial ruin to individuals, their families and communities.

Through Housing Counseling and Financial literacy many agencies has seen a pattern of financial distress among Essex County LMI homeowners in recent months – in particular mortgage delinquencies and foreclosure resulting from abusive exotic mortgage products.

The Division will enter into a sub-recipient agreement with New Jersey Citizen's Action to administer housing counseling and foreclosure prevention programs.

Project Goals:

- To work with Essex County residents to maximize housing counseling and foreclosure prevention efforts and collaborate with partners throughout the County.
- To increase fair and equal access to credit and basic financial services among low-and moderate income County residents in targeted areas (i.e. Orange)
- To increase the knowledge and awareness of County residents regarding basic financial literacy, homeownership, predatory lending and foreclosure prevention.
- To address the urgent need for education and assistance among County residents as a result of new trends in abusive lending and dramatic increases in foreclosure.
- Provide pre and post housing counseling to first time homebuyers
- Conduct credit checks on applicants applying through the Essex County Homebuyer Assistance Program
- Work with a network of banks that provide 30 year fixed rate mortgages at a reasonable rate.

The Division has adopted an Affirmative Marketing Plan which is as follows:
Fair Housing Education, Outreach and Marketing Efforts

Efforts to AFFH are not considered comprehensive if education and public outreach fail to reach and impact all segments of the community with the result of an increased sense of awareness and understanding of the laws, rights, obligations and responsibilities by all. While the some towns within the County employ Fair Housing Officers who assist residents with fair housing complaints and regularly provide referral services for affordable housing, there is an indication that residents, those representing protected classes and otherwise, landlords, realtors and local officials may not generally be aware of or understand the importance of fair housing practices. It is believed by many that greater understanding of the laws and processes may prevent many instances of discriminatory behavior and generate more solutions for increased fair housing choice. Thus, there is a great need for increased year round and countywide information programs and education of fair housing laws, how to prevent housing discrimination and what the process is if discrimination occurs. This need exists despite a variety of local non-profit and social organizations, community action groups and housing authorities all charged with promoting fair housing awareness.

In addition, there is not one streamlined or easily understandable and far reaching process for affirmatively marketing affordable housing opportunities to County residents. While the County has developed an affirmative marketing policy and implementing procedures for the County (see attached), as required for all federally-funded County housing projects of five or more units, it leaves a good amount of decision-making with regard to where, how and to whom to advertise, up to the project sponsor or developer itself, making it difficult to enforce. Aside from this, the County is unaware of any other streamlined, comprehensive marketing procedure for privately or publicly developed affordable housing projects, openings in housing authority waiting lists or for housing vouchers, etc. In fact, the notice of these opportunities is so poorly communicated throughout the County, that it has occurred on a variety of occasions that several housing agencies and certainly the public are unaware of these opportunities until after they have passed.

Also, with regard to reaching all populations of the County, including protected classes such as the disabled and limited English proficient (LEP) persons, there is little indication that appropriate methods are being employed by all housing and housing service providers to market affordable housing opportunities, fair housing education opportunities or any other housing resources, with the exception of the HUD website, brochures for some County programs and some agencies' literature, to all population groups. As the County has realized this creates a barrier to affordable housing and an impediment to fair housing choice, the County undertook a language assessment four-factor analysis and created a Language Assistance Plan (LAP) (see attached for both documents) as a result which addresses what will be done to ensure certain populations have access to such important information. The County has advertised programs, public hearings and workshops in Spanish as well as Portuguese. In addition, the Essex County Office of Small Business Development and Affirmative Action has begun implementation of a Plan of Action in support of small, woman, and minority business owners. Still, new processes should be developed and enforced for all housing related service agencies and private developers to promote housing and housing service opportunities for all segments of Essex County's population.

COUNTY OF ESSEX

AFFIRMATIVE MARKETING POLICY AND IMPLEMENTING PROCEDURES

STATEMENT OF POLICY

In accordance with Title 24 CFR Part 92.351 of the HOME Investment Partnerships Program Interim Rule dated December 16, 1991 and in furtherance of the County of Essex commitment to nondiscrimination and equal opportunity in housing, the County of Essex has established procedures to affirmatively market housing units, consisting of 5 or more units, developed through the HOME Program.

It is the affirmative marketing goal of the County of Essex to insure that individuals of similar economic levels in the same housing market area should have available to them a like range of housing choices regardless of their race, color, religion, sex, national origin, handicap or familial status.

The County of Essex is committed to the goals of this policy and will carry out this policy through affirmative marketing procedures designed specifically for the HOME Program as outlined below.

I. METHOD FOR INFORMING THE PUBLIC, OWNERS AND POTENTIAL TENANTS ABOUT FEDERAL FAIR HOUSING LAWS AND THE AFFIRMATIVE MARKETING POLICY

The County of Essex and/or subsequent subrecipients shall:

Include a statement regarding its affirmative marketing policy and procedures in all media releases and reports informing the public about the program and include a description of applicable fair housing laws; and

Include the Equal Housing Opportunity logo, slogan or statement in all newspaper and other media announcements regarding the program; and

Discuss its affirmative marketing policy and procedures and the fair housing laws directly with recipient of HOME funds.

II. METHOD REQUIRED BY OWNERS TO AFFIRMATIVELY MARKET TO PERSONS IN THE HOUSING MARKET AREA

The owner shall:

Use the HUD equal opportunity logo, slogan or statement in press releases; comply with the Special Outreach procedures; and

Maintain records of all actions taken.

III. SPECIAL OUTREACH PROCEDURES

To inform and solicit applications from persons in the housing market area who are not likely to apply for housing without special outreach, the owner shall:

Place an advertisement in those papers that are most likely to be read by those persons; and

Place and advertisement in the local newspaper; and

Contact community organizations, places of worship, employment centers, fair housing groups, housing counseling agencies and supply information on available units; and

Further, the owner shall be required to maintain copies of all written correspondence, posters and results of same.

IV. MAINTENANCE OF RECORDS

The County of Essex, in cooperation with the owner, will keep records of the following:

Copies of published advertisements; and

Copies of letters, posters and other written materials; and

Record reflecting minority and gender data on beneficiaries; and

Information on how potential applicants and assisted applicants became aware of the units.

V. ASSESSMENT AND CORRECTIVE ACTIONS

The County of Essex shall review:

The steps taken by the owner, as outlined in II and III;

The records submitted by the owner, as outlined in IV and based on results of IV, the County of Essex will determine if sufficient persons least likely to apply for housing were reached. If the determination is positive, the County of Essex shall assume the procedures to be effective; and

If the determination is negative, the County of Essex shall review the procedures to determine what changes, if any, might be made to make the affirmative marketing effort more effective; and

The County of Essex will take corrective action if the owner failed to carry out the procedures required. The County of Essex shall discuss with the owner ways to improve.

If the owner continues to fail in meeting the affirmative marketing requirements, the County of Essex shall disqualify the owner from future participation.

County of Essex Community Development Block Grant (CDBG) Language Assessment Four – Factor Analysis

In order to determine the estimated needs of Limited English Proficient (LEP) persons in the jurisdiction of the County of Essex, the Division of Housing & Community Development conducted the following analysis:

Factor 1 – Number or proportion of LEP persons served or encountered in the eligible service area

The Division of Housing & Community Development obtained information from the U.S. Census Bureau’s American Factfinder website as recommended by HUD in order to gather data about the jurisdiction’s overall population, as well as the population of LEP persons within the jurisdiction and the primary languages spoken. This data indicated the following:

Total population 5 years and over	730,454
Total LEP population 5 years and over	240,319
Spanish speaking LEP population 5 years and over	135,218
Other Indo-European language speaking LEP population 5 years and over	73,976
Asian and Pacific Islander language speaking LEP population 5 years and over	18,482
Other language speaking LEP population 5 years and over	12,444

The above data demonstrates that more than half (56 %) of the jurisdiction’s LEP population is Spanish speaking, 30.79 % are other Indo-European language speaking populations, 7.6% speak languages that are either Asian or Pacific Islander. The data demonstrates that no other language meets the 5% or 1,000 person threshold for requiring written translation of vital documents.

The Division of Housing & Community Development also completed an informal, in-office survey to determine how many LEP persons visited or called the office, and what was their primary language, over a one-month period. This informal survey revealed that while there were significant numbers of Spanish-speaking LEP persons contacting the Division of Housing & Community Development, there were no LEP persons who spoke languages other than Spanish.

Fact 2 – Frequency of contact with the program

Through past experiences, the Division of Housing & Community Development determined that on average, there are 2-3 Spanish speaking LEP persons contacting the Division of Housing & Community Development on a weekly basis for information or assistance. Because of this, the Division of Housing & Community Development is committed to maintaining bilingual staff serving in both reception and case management. The Division of Housing & Community Development does not have bilingual management staff on site, however the Department of Economic Development, Training and Employment has bilingual management on staff in order to resolve higher level concern of Spanish speaking LEP persons.

Contacts with LEP persons who speak other languages are infrequent.

Fact 3 – Importance of service, information, program or activity

The services provided by the Division of Housing & Community Development are important as they relate to a client’s needed for or continued provision of, affordable housing.

Factor 4 - Costs versus resources and benefits

Because the Division of Housing & Community Development has Spanish speaking staff, it is cost effective for the Division of Housing & Community Development to provide Spanish language translation of all vital documents and many others that while not vital, may be beneficial to a client. The Division of Housing & Community Development will utilize any documents provided by HUD in languages other than English.

The Division of Housing & Community Development will seek to retain the services of a professional interpretation service to provide oral interpretation in languages other than Spanish as needed.

Additionally, the Division has developed a Language Assistance Plan which is as follows:

County of Essex Community Development Block Grant (CDBG) Language Assistance Plan

I. Introduction

The Division of Housing & Community Development is committed to providing equal opportunity housing in a non-discriminatory manner, and in complying fully with all Federal, State and local nondiscrimination laws and with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment. This includes complying with Title IV of the Civil Rights Act of 1964 to ensure meaningful access to programs and activities by Limited English Proficient (LEP) persons.

The purpose of this Language Assistance Plan (LAP) is to identify how the Division of Housing & Community Development will ensure its methods of administration will not have the effect of subjecting LEP persons to dissemination because of their national origin, and to ensure LEP persons have full access to the Division of Housing & Community Development's programs services.

II. Who is LEP?

For the purposes of this LAP, anyone whose primary language is not English, and has a limited ability to read, write, speak or understand English may be LEP.

The Division of Housing & Community Development will not identify anyone as LEP; the beneficiaries of the services and activities must identify themselves as LEP (Federal Register Vol. 72, No. 13, January 22, 2007).

III. Identification of Languages Needs Within the Jurisdiction

It was determined through review of the U.S. Census Bureau's American Fact Finder for the County of Essex, as recommended by the U.S. Department of Housing and Urban Development (HUD), that Spanish was the only language to meet the 4 factor analysis criteria (1 – Number or proportion of LEP persons served or encountered in the eligible service area; 2 – Frequency of contact with the program; 3 – Importance of service, information, program or activity; 4 - Costs versus resources and benefits) requiring translation of vital documents, this was supported by the volume of encounters with LEP persons where virtually all were Spanish speaking. According to Fact Finder, there are an estimated

64,498 Spanish-speaking persons over the age of five years in the County of Essex who speaks English less than very well. Guidance provided by HUD states that written translations of vital documents should be provided for each eligible LEP language group constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be serviced or likely to be affected or encountered. The Division of Housing & Community Development has determined that because there are more than 1,000 Spanish-speakers in the County of Essex who speak English less than very well, the Division of Housing & Community Development will translate vital documents into Spanish.

The next largest LEP populations were persons who speak Other Indo-European Languages and identified themselves as speaking English “less than well”. This is a population of 30,921 which is less than 1% of the Essex County population of 730,454 of people over the age of five years, and more than 1,000 people. In addition, this number is a combination of many different languages, which signifies that when each individual language is separated from this group, the percentage of LEP persons in this language group is even greater percentage less than 1%. The Division of Housing & Community Development also took into consideration that while there are 30,921 LEP persons in this population, not all of them will seek assistance from the Division of Housing & Community Development programs and services as some of them are children and others will not need the type of services provided by the Division of Housing & Community Development. The Division of Housing & Community Development has determined that because there is less than 1% or 1,000 people in any of the Indo-European languages, it will not translate vital documents into these languages. However, the Division of Housing & Community Development will provide oral interpretation as needed to LEP persons requesting such services.

The next largest LEP populations were persons who speak Asian and Pacific Islander Languages and identified themselves as speaking English “less than well”. This is a population of 6,690 which is less than 1% of the Essex County population of 730,454 of people over the age of five years, and more than 1,000 people. In addition, this number is a combination of many different languages, which signifies that when each individual language is separated from this group, the percentage of LEP persons in this language group is even greater percentage less than 1%. The Division of Housing & Community Development also took into consideration that while there are 6,690 LEP persons in this population, not all of them will seek assistance from the Division of Housing & Community Development programs and services as some of them are children and others will not need the type of services provided by the Division of Housing & Community Development. The Division of Housing & Community Development has determined that because there is less than 1% or 1,000 people in any of the Asian or Pacific Islanders languages, it will not translate vital documents into these languages. However, the Division of Housing & Community Development will provide oral interpretation as needed to LEP persons requesting such services.

Other languages groups in the County of Essex had few LEP persons and therefore did not meet the threshold to require written translation of vital documents into those languages. The Division of Housing & Community Development will provide oral interpretation as needed to LEP persons requesting such services.

IV. Written Translation

As stated above in Section III, the Division of Housing & Community Development has determined that because there are more than 1,000 Spanish-speakers in the County of Essex who speak English less than very well, the Division of Housing & Community Development will translate vital documents into Spanish. As of the date of the creation of this LAP, Spanish is the only language into which vital documents will be translated. This is subject to change upon review of the LAP as discussed below.

A. Vital Documents

HUD has defined “vital documents” to be those documents that are critical for ensuring meaningful access or awareness of rights or services, by beneficiaries or potential beneficiaries generally and LEP persons specifically. In general, the Division of Housing & Community Development will attempt to translate all letters sent to program applicants and participants to Spanish. However, the following is a list of documents the Division of Housing & Community Development has determined to be vital and has committed to translating into or providing HUD-approved version in Spanish:

Already Translated or Have Translations Provided by HUD

HOMEbuyer Assistance Program Brochure
HOMEbuyer Assistance Program Program Eligibility Requirements Packet
Home Improvement Program Brochure
Home Improvement Program Eligibility Requirements Packet
Foreclosure Fast Facts
Guide for Homeowners
Preventing Foreclosure booklet

To Be Translated

HOMEbuyer Assistance Program Application
Home Improvement Program Application
Public Notices
NOFA

V. Oral interpretation

The Division of Housing & Community Development will make every effort to provide oral interpretation for all its clients who have identified themselves as LEP and request services.

A. Bilingual Staff

The Division of Housing & Community Development employs bilingual, Spanish-speaking staff in several positions, including loan advisors, to ensure there are sufficient personnel available to assist Spanish-speaking LEP persons when needed. Currently the Essex County Division of Housing & Community Development has three full-time Spanish-speaking staff. In addition, as part of the County of Essex, the Division of Housing & Community Development has access to other bilingual County employees, including numerous Spanish-speaking staff, as well as staff who are fluent in French-Creole.

The Division of Housing & Community Development staff, as well as other County of Essex bilingual employees, must take and pass a competency test in the other language in order to be designated as a bilingual person. This test includes being required to answer questions in the other languages as in an interview setting, serve as an interpreter in a role-play scenario and to translate written documents from English to the foreign language and from the foreign language to English.

B. Interpretation Services

When there is not a Division of Housing & Community Development staff person who speaks the LEP person's primary language, the Division of Housing & Community Development will seek interpretation through a professional interpreter service.

In the event that the LEP person's primary language is not widely spoken and the Division of Housing & Community Development is unable to locate a suitable interpreter through a professional interpreter service, the Division of Housing & Community Development may resort to other methods such as seeking community volunteers. As a last resort in cases where the Division of Housing & Community Development is unable to find an acceptable interpreter within a time frame to effectively assist the client, the Division of Housing & Community Development may use an online translation website, such as Google translate or Free translation.com, in order to communicate via an in-office computer.

C. Informal Interpreters

The Division of Housing & Community Development will generally discourage the use of family members or other informal interpreters, but will allow the use of an interpreter of the LEP person's choosing (including family members or a professional interpreter at the LEP person's own expense) when the LEP person rejects the Division of Housing & Community Development free language assistance services. The Division of Housing & Community Development will document the offer and the LEP person's subsequent rejection.

VI. Outreach

The Division of Housing & Community Development will conduct outreach in a method that is inclusive of LEP persons identified through its bi-annual analysis. All Public Notices and marketing advertisements, such as notification of the availability of homebuyer assistance applications, shall be published in Spanish as well as English, and the Division of Housing & Community Development will publish these in local Spanish media. The Division of Housing & Community Development may also participate in community-sponsored events, and make presentations through community organizations to target LEP persons and ensure they are aware of the availability of LEP assistance.

For clients, reception service is provided in Spanish, flyers and other communications posted in the lobby are translated into Spanish, and interviews and programs briefings are conducted in Spanish. Brochures advertising other available programs within the organization are also available in Spanish. For clients who are LEP but are not Spanish-speaking, the Division of Housing & Community Development Receptionist has a document created by the US Census Bureau translated into 38 different languages to use as a tool to identify the client's primary language. The Division of Housing & Community Development will also seek translation of a notice announcing the availability of primary language assistance into as many languages as possible to be posted in the lobby. Until this is achieved, the Division of Housing & Community Development will post the notice in English.

VII. Staff Training

The Division of Housing & Community Development will provide a copy of this LAP to all existing staff, and will also provide training as to its contents and what is required of them under its policies. This training shall include the types of services available to clients and how to access them. New employee will receive this LAP and the same training as part of their orientation.

VIII. Monitoring and Updating of This LAP

The Division of Housing & Community Development will review/revise this LAP on an as needed basis, but no less than every two years to ensure the populations of the various language groups within the jurisdiction and their needs are reflected in the provision of primary-language services. At that point

the Plan will be reviewed to determine if the existing LEP services are sufficient to meet the needs of LEP clients.

Events that will be considered indicators of the need for a review of the LAP and will also be utilized to identify the need for LEP assistance in other languages include but not limited to LEP populations within the jurisdiction encountered or affected; frequency of encounters with LEP population; and continued availability of existing resources and the addition of new resources.

Organizations that Represent Minorities and individuals with disabilities

On the local level there is myriad of agencies certified by HUD as Approved Housing Counseling Agencies. Below is a list of the certified agencies and the service provided by each that are physically located in Essex County. Complaints in Essex County are not limited to these agencies and there are housing counseling agency not certified by HUD or certified agencies that are located outside Essex County that may be able to provided the necessary assistance.

City Peoples Corporation
55 Washington Street
East Orange, New Jersey 07017
Phone: 973-676-5506
Toll-free: 800-860-0566
Fax: 973-675-4493
E-mail: tcaldwell@tri-citypeoples.org
Website: www.tri-citypeoples.org

Services:

- Fair Housing Assistance
- Homebuyer Education Programs
- Loss Mitigation
- Mobility and Relocation Counseling
- Money Debt Management
- Mortgage Delinquency and Default Resolution Counseling
- Post-purchase Counseling
- Pre-purchase Counseling
- Renters Assistance
- Services for Homeless

Acorn Housing
1 Essex County Ave, Ste. 203
Newark, New Jersey 07104
Phone: 973-792-1222
Fax: 973-792-1225
E-mail: tnaylor@acornhousing.org
Website: www.acornhousing.org

Services:

- Home Improvement and Rehabilitation Counseling
- Homebuyer Education Programs
- Loss Mitigation
- Mortgage Delinquency and Default Resolution Counseling
- Post-purchase Counseling
- Predatory Lending
- Pre-purchase Counseling

CCCS of New Jersey
30 Clinton Street
Newark, New Jersey 07102
Phone: 888-726-3260
Toll-free: 888-726-3260
Website: www.cccsnj.org

Services:

- Homebuyer Education Programs
- Loss Mitigation
- Marketing and Outreach Initiatives
- Money Debt Management
- Mortgage Delinquency and Default Resolution Counseling
- Post-purchase Counseling
- Pre-purchase Counseling
- Renters Assistance

Episcopal Community Development, Inc.
620 Clinton Ave.
Newark, New Jersey 07108
Phone: 973-710-1510
E-mail: pat@ecdonline.org
Website: www.ecdonline.org

Services:

- Homebuyer Education Programs
- Mortgage Delinquency and Default Resolution Counseling
- Money Debt Management
- Post-purchase Counseling
- Pre-purchase Counseling

La Casa De Don Pedro
75 Park Avenue
Newark, New Jersey 07104
Phone: 973-485-0701-4601
Fax: 973-485-7555
E-mail: aries@lacasanwk.org
Website: www.lacasanwk.org

Services:

- Fair Housing Assistance
- Mobility and Relocation Counseling
- Money Debt Management
- Mortgage Delinquency and Default Resolution Counseling
- Renters Assistance
- Services for Homeless

Neighborhood Assistance Corporation of America
50 Park Place, Suite 1419
Newark, New Jersey 07102
Phone: 973-679-2601
Toll-free: 888-297-5568
E-mail: kcampbell@naca.com
Website: www.naca.com

Services:

- Fair Housing Assistance

- Homebuyer Education Programs
- Loss Mitigation
- Money Debt Management
- Mortgage Delinquency and Default Resolution Counseling
- Post-purchase Counseling
- Predatory Lending
- Pre-purchase Counseling
-

New Community Federal Credit Union

274 South Orange Avenue

Newark, New Jersey 07103

Phone: 973-621-2363

Fax: 973-621-5624

E-mail: mulu@newcommunity.org

Services:

- Fair Housing Assistance
- Homebuyer Education Programs
- Marketing and Outreach Initiatives
- Money Debt Management
- Post-purchase Counseling
- Predatory Lending
- Pre-purchase Counseling

New Jersey Citizen Action

744 Broad Street, Suite 2080

Newark, New Jersey 07102

Phone: 973-643-8800-14

Toll-free: 800-656-9637

Fax: 973-643-8100

E-mail: application@njcitizenaction.org

Website: www.njcitizenaction.org

Services:

- Home Improvement and Rehabilitation Counseling
- Homebuyer Education Programs
- Loss Mitigation
- Marketing and Outreach Initiatives
- Mortgage Delinquency and Default Resolution Counseling
- Predatory Lending
- Pre-purchase Counseling

Tri-City Peoples Corporation

675 S. 19th Street

Newark, New Jersey 07103

Phone: 973-676-5506

Toll-free: 800-201-4095

Fax: 973-675-4493

E-mail: tcaldwell@tri-citypeoples.org

Website: www.tri-citypeoples.org

Services:

- Renters Assistance
- Services for Homeless

Finally, complaints that require adjudication may be referred to local attorneys or legal aid services. In Essex County the following Legal Service Referrals exist:

Legal Services of New Jersey

New Jersey's statewide legal hotline that provides brief service, advice and referrals over the telephone. Individuals can speak with attorneys, in English and Spanish, about a range of civil legal issues without the need for an in-person interview.

100 Metroplex Drive - P.O. Box 1357

Edison, NJ 08818-1357

1-888-LSNJ-LAW (1-888-576-5529)

www.lsnj.org

Essex-Newark Legal Services

Essex County branch of Legal Services of New Jersey provides direct services to income-eligible clients.

5 Commerce Street, 2nd Floor, Newark, NJ 07102

(973) 624-4500

Legal Services of New Jersey Kiosks

Provide online access to information, publications, benefits calculators and court forms.

Covers topics including housing, employment, tenancy, immigration and family law.

Hall of Records, 465 Dr. MLK Jr. Blvd., Newark, NJ 07102

Wilentz Justice Complex, 212 Washington Street, Room 1365, Newark, NJ 07102

Essex County Legal Aid Association

Attorneys provide legal advice and assistance to income-eligible Essex County residents.

Hall of Records - Room 118, 465 Dr. Martin Luther King Jr. Blvd., Newark, NJ 07102

Hours: 9:30 a.m. – 1:30 p.m., Monday - Friday

(973) 622-0063

Essex County Bar Association Lawyer Referral Service

Provides caller with the name and telephone number of one attorney upon inquiry.

Consultation with that attorney is \$25.00 for the first ½ hour.

(973) 622-6204

www.essexbar.com

Essex County Public Defender's Office

Specializes in criminal defense for income-eligible Essex County residents. Available upon individual's application or appointment by the court.

31 Clinton Street, Newark, NJ 07102

(973) 648-6200 - Adult

(973) 648-3470 – Juvenile

Seton Hall University School of Law

Law students provide legal assistance in the following areas:

Civil Litigation

Civil Rights and Constitutional Law

Family Law

Immigrant Workers' Rights

Immigration and Human Rights

Impact Litigation - Juvenile Justice Center for Social Justice

833 McCarter Highway, Newark, NJ 07102

(973) 642-8700

<http://law.shu.edu/cs/index.html>

Rutgers University School of Law – Newark

Law students provide legal assistance in the following areas:

- Child Advocacy Clinic
- Community Law Clinic
- Constitutional Litigation Clinic
- Environmental Law Clinic
- Federal Tax Law Clinic
- Special Education Clinic
- Urban Legal Clinic

Center for Law and Justice

123 Washington Street, Newark, NJ 07102

(973) 353-5576

www.law.newark.rutgers.edu

Rutgers University Law Library (for legal research)

123 Washington Street, Newark, NJ 07102

(973) 353-5676

www.law-library.rutgers.edu

Community Health Law Project

Provides legal and advocacy services, training, education and related activities to persons with disabilities.

185 Valley Street, South Orange, NJ 07079

(973) 275-1175

650 Essex County Avenue, Suite 210, Essex County, NJ 07003

(973) 680-5599

www.chlp.org

Partners for Women and Justice

Promotes equal access to the judicial system for low-income and abused women who cannot afford legal representation.

60 South Fullerton Avenue, Montclair, NJ 07042

(973) 233-0111

www.pfwj.org

American Friends Service Committee

Carries out service, development, social justice and peace programs.

89 Market Street, Sixth Floor, Newark, NJ 07102

973-643-3191- Criminal Justice Program - 973-643-1924 - Immigration Rights Program

www.afsc.org

The Rachel Coalition

Provides advocacy services and access to legal and medical support for victims of domestic violence.

256 Columbia Turnpike, Suite 105, Florham Park, NJ 07932

973-765-9050 - General Information 973-740-1233 - 24-Hour Crisis Line - Confidential

www.rachelcoalition.org intake@jfs-metronj.org

Community agencies that represent minorities and those with disabilities in Essex County

NAACP

30 Clinton St # 5 Newark, NJ 07102
Phone: (973) 624-6400 Fax: (973) 624-6402
<http://www.naacp.org>

ARC

123 Naylor Ave.
Livingston, NJ 07039
(973) 535-1181

COPE Center, Inc.

60 South Fullerton Ave, Suite 206
Montclair, NJ 07042
(973) 783-6655

Family Connections

395 Centre Street
Orange, NJ 07050
(973) 675-3871

FOCUS

441-443 Broad Street
Newark, NJ 07102
973-624-3234

NJ Citizen Action Fund, Inc.

744 Broad Street
Newark, NJ 07102
(973) 643-8800

1st Cerebral Palsy of NJ

7 Sanford Ave.
Belleville, NJ 07109
973-751-0200

Jewish Family Service of Metrowest

256 Columbia Turnpike, Suite 105
Florham Park, NJ
(973) 765-9050

HOME/ American Dream Down payment Initiative (ADDI)

1. Describe other forms of investment not described in § 92.205(b).
2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
 - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
 - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
 - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
 - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
 - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
 - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
 - a. Describe the planned use of the ADDI funds.
 - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
 - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

Program Year 4 Action Plan HOME/ADDI response:

The County's HOME program has developed two types of deed restrictions: the deed restriction for purchaser-based assistance calls for recapture only, and the deed restriction for project-based assistance calls for resale to an eligible purchaser and recapture only if there is no resale to such a purchaser.

“Recapture” for purchaser-based assistance will be based upon the total amount of HOME assistance provided and the minimum period of affordability associated with that assistance. The recapture provision works as follows: The amount to be recaptured will be subject to the availability of net proceeds from the sale as found at 24 CFR Part 92.254(a)(5)(ii)(A). The recapture amount can never be greater than the net sales proceeds.

“Resale” for project-based assistance works as follows: If a homeowner wishes to sell a unit within 15 years (or greater) of the date of the deed rider, the “Grantor” (i.e., non-profit sponsor/municipality) and DHCD has the right of first refusal to either purchase the unit itself or locate a HOME-eligible first-time homebuyer to purchase the unit within 145 days. A sale to the Grantor, DHCD or a HOME-eligible buyer is at the “Base Price”, which is the sum of the purchase price paid by the homeowner, the cost of any approved capital improvements paid by the homeowner, and a return on the owner’s equity.

If neither grantor, DHCD, nor an eligible purchaser buys the unit, it may be sold to any third party at the fair market value and free of restrictions, provided that the “recapture amount” is paid to DHCD. The recapture amount is the greater of the HOME “assistance amount” reduced by one-fifteenth for each full year elapsed since the homeowner purchased the unit, and fifty percent of the amount by which the net sale proceeds (the resale price less allowable secured debt, appraisal cost, broker’s fees, and recording costs) exceed the sum of the owner’s down payment, principal payments made on allowable secured debt, and approved capital improvement costs. In no event, will the Recapture Amount be greater than the total amount of secured debt on the property plus broker’s fees, recording costs, appraisal costs and sales taxes incurred with the sale of the property. A sale to a market-rate buyer is subject to DHCD approval, and the sales price should reflect the fair market (i.e., unrestricted) value of the unit determined by the appraisal at the time of resale.

HOMELESS

Specific Homeless Prevention Elements

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction’s plan for the investment and use of funds directed toward homelessness.
2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.

3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2013. Again, please identify barriers to achieving this.
4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

Program Year 4 Action Plan Special Needs response:

The County of Essex has in place a comprehensive, community-based and strategic approach to addressing homelessness. This continuum of care is based on identifying needs of homeless individuals and families, the availability and accessibility of existing housing and services and opportunities for linkages of mainstream resources.

Our continuum includes the following components:

Outreach, Intake and Assessment

Teams go out into the community assisting people living out of doors or in places not meant for human habitation. Some of these services include mobile vans, which travel out on the road seven days a week, to local parks, train stations and abandoned buildings to identify and transport homeless individuals and families to emergency drop in centers, shelters, hospitals or other appropriate destinations. Clients can also receive food and clothing from the vans. Caseworkers on the vans can try to encourage clients to accept services and emergency housing that is available.

Emergency Shelter

Short term, safe and decent shelter is provided as an alternative to living on the streets. These facilities are comprised of multiple bedrooms with communal living and dining areas. In Essex County, all shelters provide essential services as assessment and case management. Many provide or have linkages to supportive services that include employment training and development, nutritional counseling, medical and mental health screenings, substance abuse treatment and assistance in obtaining affordable, permanent housing. Case managers employed by the shelters offer assistance in obtaining other Federal, State and local entitlements such as Veteran's Benefit, medical assistance, and income support assistance such as income support assistance such as Supplemental Security Income benefits, Temporary Assistance to Needy Families, General Assistance and Food Stamps. Other support services may include childcare, transportation and job training.

In Essex County, there are essentially two types of shelters: family shelters and single shelters. Family shelters serve three meals daily, provide transportation to families and children, maintain 24 hour staff led by House Managers with Case Manager(s) and Relocation Worker(s) available to families. Single shelters typically take clients in the late afternoon on a first come first serve basis. Shelter night

dollars are also given to social service agencies to purchase bed space from shelters on behalf of the many clients who walk into local agencies.

Transitional housing

This housing has comprehensive supportive services attached with it to help individuals and families develop the skills they need to live in permanent housing. This housing may be facilities based or scattered site, with occupancy typically limited to twenty-four months. Compared to a general shelter, transitional housing implies a greater level of responsibility in that residents maintain their own apartment without twenty-four hour supervision, while at the same time receiving essential services from the administrators of the facility, or from a contracted service provider. Individual rehabilitation and/or development plans are emphasized over a group treatment approach.

Prevention Services

The Division has entered into a sub-recipient agreement with the Department of Economic Development, Training, & Employment to administer the Homeless Prevention and Rapid Re-housing Program (HPRP). The program provides assistance in four eligible categories: financial assistance, housing relocation and stabilization services and data collection and evaluation. The intent of the program is to rapidly transition program participants to stability, either through their own means or through public benefits, as appropriate. The Division was awarded \$2,520,882 for HPRP.

The assistance is temporary and the Department will provide financial assistance and housing relocation and stabilization services to individuals and families who are homeless or would be homeless but for this assistance. The funds are intended to target two populations of low income persons facing housing instability:

- 1) Individuals and families who are currently in housing but are at risk of becoming homeless and need temporary financial assistance to prevent them from becoming homeless or assistance to move to another unit (prevention).
- 2) Individuals and families who are experiencing homelessness (residing in emergency shelters or on the street) and need temporary assistance in order to obtain housing and retain it (rapid re-housing).

Agencies that are contracted to do prevention may pay back rents, may pay mortgage payments in arrears and may assist with back utility. Prevention services are strictly monitored. Only non-TANF, Emergency Assistance (EA) denied families who are also ineligible for the State's Homelessness Prevention Program may apply, or only qualified TANF and SSI clients may apply. Families may only receive assistance once in a twelve-month period. Checks, landlord information and all other documentation collected by providers are checked quarterly along with case files and intake. Prevention services may also include legal representation/assistance and counseling.

Support Services

These services are available in order to address the specific needs of each individual and family. Services may be provided in conjunction with housing, or through referral. Support services should address both the immediate and long term needs. Services include, but are not limited to: case management, life skills training,

substance abuse treatment, AIDS related treatment, education, employment services, transportation and child care.

Interim Housing

This model promotes low barriers to entry, comprehensive services, rapid placement into appropriate permanent housing, and the least restrictive settings possible. Essex County will provide peer mentoring and technical assistance to shelter providers seeking to transition into this model and use local public funding to encourage, and ultimately mandate, existing shelters to transition to this new model.

Permanent Supportive Housing

This housing has support services designed to allow individuals and/or families with the ability to live in the community as independently as possible. The support services include, but are not limited to: substance abuse treatment, parenting skills, money management counseling and housekeeping training.

Funds that are provided to homeless individuals and families include”

Emergency Shelter Grant (ESG) – to acquire, rehabilitate and renovate shelters

Supportive Housing Program (SHP) – to provide transitional housing, permanent housing for disabled persons, supportive services, safe havens and innovative supportive housing to the homeless

Shelter Plus Care (SPC) – to provide tenant-based, sponsor-based, project based or SRO based rental assistance for homeless disabled individuals and/or their families

Section 8 Single Room Occupancy (SRO) – to provide SRO based rental assistance to homeless individuals

Social Services for the Homeless (SSH) and Social Services Block Grant (SSBG) – to provide emergency housing and support services to homeless individuals and/or families who are homeless or imminently homeless

Shelter Support Program (SSP) – to correct code violations or to expand beds/units of emergency shelter or transitional housing for the homeless

Projects for Assistance in Transition from Homeless (PATH) – to provide transitional housing for individuals who have mental illnesses

Over the past few years, Essex County has taken several steps to end chronic homelessness. Service providers continue to increase services and housing units to the chronically homeless.

Some of the County’s goals to end chronic homelessness include increasing permanent housing and support services for that population, obtaining accurate numbers of the chronic homeless, and promoting participation in mainstream resources for the chronic homeless. The action steps toward these goals include rehabilitation and construction of buildings, participation in a statewide homeless point in time survey, letter writing campaigns to legislators encouraging them to provide additional funding and providing outreach and staff training.

In 2013, Essex County prioritized projects by addressing gaps in service and housing delivery system. Projects are directed to a need that has been given high priority as determined by the Comprehensive Emergency Assistance System Committee. Essex County is in line with HUD's emphasis on permanent supportive housing, primarily for the chronic homeless. Projects up for renewal are justified by satisfactory performance and whether or not they effectively address the need(s) for which they were defined.

Essex County is working with the New Jersey Policy Academy to develop the State's discharge plan. The vision for this Action Plan is one that plans for greater coordination of services and programs required to address homelessness in New Jersey including the promotion of prevention strategies and services to prevent homelessness and reduce the risk of homelessness for families and individuals.

The NJ Department of Human Services' Division of Mental Health Services, Division of Youth and Family Services, Division of Developmental Disabilities, and the NJ Department of Corrections in conjunction with the Department of Health and Senior Services Division of AIDS, prevent discharges from facilities without the immediate provision of shelter. Thus, the State's plan envisions no persons being discharged from any institutional setting into homelessness.

Attached to this plan is the chart developed for the Essex County Consolidated Plan Homeless Needs Chart – Parts 3 & 4. Some brief notes about methodology:

To determine Needs and Currently Available Beds for Emergency Shelter & Transitional Housing, a HMIS census for points in time in February and March was run, and compared the results with the 2010 Point in Time Count numbers for emergency shelter and unsheltered homeless. For Currently Available Beds we used the most recent Housing Inventory Chart.

To determine Need for Permanent Supportive Housing, we sought the assistance of the Corporation for Supportive Housing (CSH) and their programmatic modeling tool. Essentially CSH looked at the number of homeless people from the 2010 Point in Time Count and used a statistical model to project the number of people who would be homeless over the course of a year within various populations. Then, because while all homeless people need affordable housing but only those homeless people with disabling conditions or other vulnerabilities need supportive housing, they ran another model using the percentage of people reporting severe mental health, substance use or other conditions in the 2011 Point in Time Count to determine the need for supportive housing. While the CSH model looks at the number of ***units*** of permanent supportive housing needed, the HUD chart called for the number of ***beds***. For individuals this is the same, but for families it will differ as a unit will include multiple beds for family members, so as noted on the chart, we used the average number of persons in a homeless family in Essex County (3) to determine the number of needed beds. Again, for Currently Available, we used the most recent Housing Inventory Chart.

Continuum of Care Awards

NAME OF AGENCY	NAME OF PROJECT	PROGRAM	AMOUNT AWARDED
Irvington Neighborhood Improvement Corp.	Transitional Housing 2	SHPR	\$138365
NJ Department of Community Affairs	S+C 3AR	S+CR	\$40,608
NJ Department of Community Affairs	S+C 3AE	S+CR	\$274,152
NJ Department of Community Affairs	S+C 3AF	S+CR	\$284,016
NJ Department of Community Affairs	S+C 3AF	S+CR	\$267,144
NJ Housing and Mortgage Finance Agency	Essex Exp HMIS FY 2011	SHPR	\$85,667
Isaiah House	SHP for Disabled Single Women	SHPR	\$44,491
Covenant House	Supportive Apartment Living	SHPR	\$94,500
City of East Orange	TRA for Disabled Single Adults	SHPR	\$190,740
Irvington Neighborhood Improvement Corp.	Transitional Housing 3	SHPR	\$250,474
Project Live	Supportive Housing Program 2013-15	SHPR	\$275,534
Isaiah House	TeenMap	SHPR	\$42,845
East Orange General Hospital	Next Step	SHPR	\$245,600
Covenant House	Nancy's Place	SHPR	\$173,891
City of East Orange	My Own Place	S+CR	\$406080
NCC Harmony House	Domestic Violence Program	SHPR	\$142,919
NJ Housing and Mortgage Finance Agency	Essex HMIS FY 2011	SHPR	\$149,999
NCC Harmony House	Harmony House Transitional Housing	SHPR	\$142,354
Easter Seals	ESNJ Essex HUD 2 2011	SHPR	\$151,981
Easter Seals	ESNJ Essex HUD 1 2011	SHPR	\$46,664
Isaiah House	Community Creche	SHPR	\$249,495
County of Essex	Almost Home III	S+CR	\$270,720
Positive Health Care	Permanent Housing	SHPR	\$176,283
Newark YMCA	Strivers Aging Out	SHP	\$821,100
NJ Department of Community Affairs	S+C Mental Health	S+C	\$812,160
Collaborative Support Programs	MHA Essex	S+C	\$676,800
Integrity House	Mary's House	SHP	\$400,000

Emergency Solutions Grants (ESG)

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

Program Year 4 Action Plan ESG response:

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law in May 2009, amends and reauthorizes the McKinney-Vento Homeless Assistance Act with substantial changes, including: Consolidation of three homeless programs into a single grant program; Changes in HUD's definition of homelessness and chronic homelessness; Increased prevention and rapid re-housing resources; and, Increased emphasis on performance and continuum-wide coordination. The law revised the Emergency Shelter Grants program and renamed the program the Emergency Solutions Grants. ESG is designed to broaden existing

emergency shelter and homelessness prevention activities, emphasize rapid re-housing, and help people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. ESG funds may be used for street outreach, emergency shelter services, homelessness prevention, rapid re-housing assistance and the Homeless Management Information System (HMIS).

The Division has consulted with the Essex County Area Continuum of Care (CoC) in meetings that included other participating jurisdictions to discuss how to maximize ESG funding to serve the highest priority homeless needs and award funds to non-profit public service agencies. The Division met with the steering committee on February 21, 2013 to discuss funding allocations prior to the presentation to the full CoC.

The County has been working with the CoC to develop the performance standards for activities funded under ESG, and develop funding, policies, and procedures for the operation and administration of the Homeless Management Information System (HMIS). To date, discussions have focused on how best to use the HMIS system and improve reporting, as well as having the CoC develop uniform reports for participating jurisdictions that would capture all HMIS reporting elements. Reports would also include general performance standards such as the unduplicated number of persons or households prevented from becoming homeless and the unduplicated number of persons or households assisted from emergency shelters/streets into permanent housing.

The proposed use of the Emergency Solutions Grant Program funds support efforts to address Homelessness Prevention, Housing and Coordinated Services as identified in the community strategic plan. Homelessness prevention has been identified as the highest priority and central strategy in efforts to end homelessness in Essex County. A review of HMIS data indicates that 65% of households assisted in 2011 received homelessness prevention assistance. The primary reasons leading to a need for prevention services include: eviction and job loss. Of the literally homeless households assisted in emergency shelter or transitional housing programs, 87% were newly homeless households. The primary reasons identified for the cause of homelessness were eviction, asked to leave shared residence, and release from jail. Among the population receiving prevention assistance, 26% were families or youth. Among the newly homeless population, 20% were families or youth.

Opening Doors: The Federal Strategic Plan to Prevent and End Homelessness calls on communities to retool the crisis response system to one that is accessible and focused on stabilizing households in permanent housing. Through this effort, communities can set a path towards ending all types of homelessness. The Road Home has developed a vision for a coordinated service system that would enable the community to realize the federal call to refocus the homeless housing and service system. The newly coordinated service system in Essex County will include an accurate and standardized screening and assessment process, real-time information about housing, services and prevention programs available in the community, and multiple centralized intake centers serving as one-stop entry points into the system. The Division of Housing and Community Development has allocated a portion of the prevention and rapid re-housing funds to the Division of Training and Employment (DTE) in an effort to assist the County in moving towards a more coordinated system. The Division of Training and Employment (DTE) is accessible via public transportation and is co-located with a variety of mainstream and

community services making it an ideal location for a potential one-stop location outside of the City of Newark.

The County's ESG match requirements were met by requiring sub-recipients to identify types of cash and/or non-cash resources for match as a stipulation of their awards. As a part of their grant agreements, sub-recipients will be required to specify the amount of match, the resources for that match, and the proposed uses for the match. Additional detailed information for match will be made available in the final amendment.

The HEARTH Act:

- Consolidate the separate homeless assistance programs carried out under Title IV of McKinney-Vento (consisting of the supporting housing program and related programs, the safe havens program, the section 8 assistance program for single-room occupancy dwellings, and the shelter plus care program) into a single program with specific eligible activities.
- codifies the continuum of care planning process as a required and integral local function necessary to generate the local strategies for ending homelessness.
- establishes a federal goal of ensuring that individuals and families who become homeless return to permanent housing within 30 days.

The HEARTH Act creates the "Collaborative Applicant." A Collaborative Applicant is the entity within a community that submits a joint application on behalf of all the applicants for funding in the community. The HEARTH Act requires the establishment of a Collaborative Applicant for each geographic area applying for HUD McKinney-Vento funds.

The information in the following charts was provided by the Essex County Continuum of Care. This information was gathered at the annual point in time count.

Homeless Populations Chart

		Emergency Shelter	Transitional Housing	Safe Haven	Unsheltered
Households w/Dependent Children					
	# of Households w/Dependent Children	97	98	0	6
	# of Persons (adults and children)	274	265	0	24
Households without children					
	# of Individuals	650	139	0	145
Youth Households					
	# Households	0	6	0	0
	# of Persons	0	7	0	0

Homeless Subpopulations Data

	Sheltered	Unsheltered
Severe & Persistent Mental Illness	285	42
Substance Abuse	260	28

HIV/AIDS		150		8
Domestic Violence		75		8
Unaccompanied Youth		7		0
Chronically Homeless Individuals		105		32
Chronically Homeless Families		8		2
(adults and children)		19		12
Veterans		59		21

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.
2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

Program Year 4 Action Plan Community Development response:

The non-housing needs of the County Consortium include a variety of project activities which have been ranked high, medium and low through the input of the eighteen (18) participating municipalities in the County Consortium. All housing and non-housing elements meet one of the national objectives established by the Federal government, as well as, one of the County's five-year objectives. All CDBG funds allocated to activities benefit low and moderate income households.

High Priority activities include: removal of architectural barriers/accessibility needs, drainage and roadway improvements, childcare and code enforcement.

Medium Priority activities include: construction/reconstruction of necessary infrastructure systems, rehabilitation of existing parks and recreational facilities, construction or upgrading of neighborhood facilities, and new or expanded public services to address the County's low income population including special target populations such as veterans and individuals with disabilities.

Low Priority activities include addition or rehabilitation of facilities to house public service activities, which are directed to low income individuals.

The long term objectives to be achieved during the scope of the Action Plan were determined by an analysis of the historical investment of CDBG funds and projected needs.

Public Facility Needs – Neighborhood Facilities, Parks/Recreation Facilities, Senior Facilities, and other Public Facilities.

Infrastructure Improvements – Flood Drainage Improvements, Water Improvements, Street Improvements, and Sidewalk Improvements.

Public Service Needs – Transportation Services, Tenant-Landlord Counseling, Mental Health Services, Childcare Services, Senior Services, handicapped Services, and other public service needs.

Accessibility Needs – Accessibility needs.

Other Community Development Needs – Code enforcement.

The Action Plan section provides a listing of the specific project activities proposed to be undertaken by the Consortium with anticipated resources from several Federal programs including the HOME and CDBG Programs. In FY2013, the County of Essex anticipates the receipt of \$812,335 in HOME funds and \$4,454,420 in CDBG funds.

Antipoverty Strategy

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

Program Year 4 Action Plan Antipoverty Strategy response:

The Action Plan describes the Consortium's goals, programs and policies for reducing the number of poverty level families and how the Consortium's goals, programs and policies for producing and preserving affordable housing as indicated in the housing component of the plan will be coordinated with other programs, services for which the Consortium is responsible.

The County is committed to assisting its municipalities and residents by facilitating the available resources to build neighborhoods and promote self-sufficiency for individuals and families. The County CEAS committee meets regularly to invite discussion on an anti-poverty strategy for Essex County

The County has set aside funds for two food pantries, Helping Hands & Ears and Saint James Social Service Corp., to provide food to needy families in Essex County. The Division continues to work with social service organizations such as the Corporation for Supportive Housing to integrate federal, state, and private funding to provide new units of affordable housing for those people with special needs.

The Division has met with Interfaith Hospitality Network, Salvation Army and Helping Hands and Ears to discuss current programs provided and how they can be enhanced to address poverty in Essex County.

These agencies provide a multitude of services to the target population including income, employment crisis resolution, literacy training, economic development initiatives through networks and job training opportunities designed to move families from homelessness toward independent living.

The Division will continue to encourage investing in communities through involvement in local Community Boards, enhance public programs that hire within, increase business ownership, build partnerships with all levels of government to

promote and address shared objectives and to develop strategies to coordinate the delivery of necessary services in furthering fair and affordable housing opportunities.

A new initiative the County has been working on during the past few years is establishing the first Community Land Trust (CLT) in the State. The Division is a member of the Essex County CLT which includes the National Housing Institute, NJ Community Loan Fund, SEED Time, Chase Bank and many other affordable housing developers that meets regularly to discuss the steps necessary to create a CLT. The concept has been successfully implemented in Vermont, Washington and the City of Chicago. The basis for investment in a CLT is that the homeowner owns only the housing unit and the CLT owns the land. This enables a person of moderate income to obtain affordable housing since taxes would be paid only on the structure, not the land. The CLT would also maintain the property and should the homeowner decide to sell the unit would have to be sold to another affordable buyer or the CLT to retain affordability in perpetuity.

NON-HOMELESS SPECIAL NEEDS HOUSING

Non-homeless Special Needs (91.220 (c) and (e))

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 4 Action Plan Specific Objectives response:

There are a variety of supportive housing programs throughout Essex County. The populations that are identified as special needs individuals are the elderly, individuals with disabilities, substance abuse, HIV/AIDS, Homeless Youth, and Victims of Domestic Violence. The CEAS committee is the lead entity, which promotes the development of the service strategy for the homeless and special needs individuals. The County provides twenty-four (24) hour coverage for emergency sheltering, crisis intervention, street outreach to homeless/troubled youth, chronically and severely mentally ill individuals and homeless veterans. The system in place supports the move to permanent housing through various transitional sites, rental subsidy programs, supportive services and a county wide emergency food system.

Housing Opportunities for People with AIDS

*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.

3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
4. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Program Year 4 Action Plan HOPWA response: N/A

Specific HOPWA Objectives

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

Program Year 4 Specific HOPWA Objectives response:

Other Narrative

2013 ONE YEAR ACTION PLAN

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) OBJECTIVES & PROJECTED USE OF FUNDS

**FY2013 PROJECTS AND ACTIVITIES -PROPOSED ACCOMPLISHMENTS
SUMMARY**
**Essex County Division of Housing & Community Development Review
Committee Funding Recommendations-FY 2013 CDBG Projects**
Public Facilities
Belleville

Senior Center – Generator \$57,500

Caldwell

ADA Chairlift – Borough Hall \$56,000

Cedar Grove

Barrier Free Bathroom Improvements Morgan Farm \$62,100

Livingston

Barrier Free Community Center Monmouth Court \$48,980

Maplewood

ADA Improvements Orchard Park – Bathroom \$102,589

Nutley

Monsignor Owens Handicapped Accessible Bleachers \$39,600

Orange

Library – A/C Replacement \$47,900

South Orange

South Orange Performing Arts Center \$118,216

West Caldwell

Memorial Park – Playground Area Accessibility \$49,596

Countywide

Babyland – Construction Renovations \$38,500

Clara Maass – Wayfinding Signage System \$34,000

Essex County DPW – Kips Castle ADA Wheel Chair Lift \$25,000

Family Connections, Inc. – Bathroom Renovations \$18,604

FOCUS – Roof Repair \$38,500

Northwest Essex Comm. Healthcare Network-Belleville Bldg. Renov. \$27,000

Wynona’s House – Exterior Lighting \$25,000

III PUBLIC IMPROVEMENTS

Funds provided under this category are used to replace, rehabilitate or reconstruct streets, sewers, drainage systems, roads, curbs, and sidewalks. This year \$1,470,444 is being recommended for the following:

Belleville

Water System Improvements \$266,400

Glen Ridge

ADA Street Ramp Improvements \$39,500

Montclair

Glenridge Avenue Streetscape Improvements PHII \$180,000

Nutley

Sargent St. Reconstruction (Franklin Ave to Courtland St.) \$70,060

Essex St. Reconstruction (Franklin Ave. to Ernst St.) \$61,000

Orange

ADA Accessible Crosswalk – 300 & 400 Oakwood Ave. \$41,450

Colgate Park Reconstruction \$272,000

Verona

Personette Ave. Section II Reconstruction \$108,738

West Orange

Whittlesey Avenue Street Reconstruction \$276,300

IV PUBLIC SERVICES

All funds provided under the Public Service category would assist in providing counseling, drug treatment services, educational programs, recreational programs and other supportive services for elderly, handicapped, youth and other low/moderate income persons throughout the County. This year \$574,184 has been recommended for the following areas:

Fairfield

Senior Citizen Bus \$58,274

Millburn

Senior Citizen Bus \$48,000

Montclair

MNDC – Project Oasis Youth Program \$25,000

HOMECorp – Financial Literacy Program \$20,000

Interfaith Hospitality Network – Home for Good – Admin \$15,867

Bluewave Community Center-After School Tutoring Program \$20,000

Neighborhood Child Care Center, Inc. – Admin \$20,000

United Way of North Essex – Family Success Center \$15,860

COPE Center, Inc. – Counseling Services \$25,000

Orange

Helping Hands & Ears Food Pantry and Social Services \$25,000

Main Street Counseling Center - School Based Mental Health Svc.
\$15,000

Horizons Community Development – Admin \$ 9,000

West Orange

Main Street Counseling-Accessible Mental Health Program	
\$10,000	
Bethany Center – After School Program for At Risk Youth	\$65,000

Countywide

1 st Cerebral Palsy – Admin	\$13,500
ARC Disability Maintenance Coordinator	\$ 7,100
EIES of New Jersey – Radio Reader Service	\$ 7,100
First Community Development Corp. – Salaries	\$ 7,100
Jewish Family Services-Frail Adult Program	\$ 7,100
Mental Health Association – Vehicle Replacement	\$ 9,875
National Council for Jewish Women-Economic Empowerment Program	\$ 8,888
NJ Citizen’s Action-Foreclosure Prevention & Homebuyer Counseling	\$21,000
North Ward Center – Casa Israel Senior Services	\$45,900
Northwest Essex Community Healthcare Network Services (WERC)	\$30,000
Opportunity Project -Pre-Vocational Training & Work Adjustment	\$14,220
Planned Parenthood – HIV Counseling & Testing	\$ 7,100
Saint James Social Service Corp- Emergency Food & Crisis Prevention	\$ 7,100
The Bridge, Inc. – Admin	\$16,200
Tenant Resource Center	\$83,889

V PLANNING & ADMINISTRATION

Administration of the CDBG Program involves the planning and execution of the projects, program coordination, evaluation, and monitoring provision of technical assistance and dissemination of information to municipal officials and the general public. This year \$890,884 is being recommended for allocation under this category.

Countywide

Planning & Administration Budget	\$890,884
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Essex County Division of Housing & Community Development Proposed Rehabilitation Projects-FY 2013 CDBG Program

Home Improvement Program	\$800,930
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CERP Facade Program

The County has established a grant pool through the reprogramming process that is intended to promote revitalization in eligible communities’ downtown shopping districts entitled Community Economic Revitalization Grant Program (CERP). Through the grant program, building or business owners in eligible designated areas can apply through the municipality for 50% of the project costs associated with façade renovations. The building or business owners are responsible for providing a 50% match to the grant funds. The County has not set aside additional funds from its 2013 entitlement for this program. It will continue to use funds previously set aside for this program.

HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)
Proposed Use of Funds

In the 2013 Program Year, the County of Essex anticipates to receive an entitlement of \$812,335. The County of Essex must reserve a minimum of 15% of its entitlement or \$121,851 for use by Community Housing Development Organizations (CHDO). The following projects/programs will be implemented to address the housing needs of Essex County residents. HOME regulations require 25% matching funds towards the overall program. These funds come from various local, state and non-profit sources. It should be noted all required matching funds would be used to supplement the proposed use of funds.

First Time Homebuyers

The program provides for down payment assistance and/or closing costs of structures for sale to first time homebuyers who are at or below 80% of median income. The program may incorporate a deferred payment loan in the form of a permanent lien repayable only upon sale or transfer of the property when necessary to make the purchase affordable.

In the case of properties requiring rehabilitation, all work will be completed and the property brought to Housing Quality Standard (HQS) prior to the purchase of the property by the program applicant. In many cases the renovation will be performed by an eligible and qualified CHDO.

Rental Housing

In 2013, the County plans to expend at least \$121,851 on projects that support the production of rental housing. Once again, the County will be providing HOME assistance in the form of loans.

The Division plans on utilizing Reprogrammed HOME funds for new housing and development. The Division will amend the plan accordingly.

Developers will be eligible to apply for loans for the rehabilitation of affordable housing units. The units will be required to remain affordable to very low and low-income persons for the 5 to 20 year period depending upon the amount of HOME assistance per unit. These projects are:

Countywide

Affordable Housing Development Program	\$609,250
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Essex County Consortium FY 2013 HOME Program

The Essex County Consortium has selected the following HOME activities to be undertaken during the FY 2011.

Project Description

Affordable Housing Development Program Rehabilitation (Moderate & Substantial)	\$609,250
Rental Housing Production (CHDO Reserve)	\$121,851
Administration	\$ 81,234

Community Housing Development Organization (CHDO)

As stated previously, the HOME Program mandates each participating jurisdiction to set aside at least 15% of its HOME funds for use by one or more CHDOs. This year, the County will expend a minimum of \$121,851 on projects involving CHDOs.

Planning & Administration

Administration of the HOME Program involves the planning and execution of the projects, program coordination, evaluation, monitoring and the provision of technical assistance and dissemination of information to municipal officials and the general public. This year \$81,234 is being recommended for allocation under this category.

EMERGENCY SOLUTIONS GRANT PROGRAM

The Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH) was enacted into law on May 20, 2009. HEARTH consolidated three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program, and revised the Emergency Shelter Grants program and renamed it as the Emergency Solutions Grants (ESG) program. The interim rule revises the regulations for the Emergency Shelter Grants program by establishing the regulations for the Emergency Solutions Grants program, which replaces the Emergency Shelter Grants program. The change in the program's name, from Emergency Shelter Grants to Emergency Solutions Grants, reflects the change in the program's focus from addressing the needs of homeless people in emergency or transitional shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. In 2013, the County of Essex anticipates to receive an ESG entitlement grant of \$493,468 to fund activities consistent with the interim rule. This year \$493,468 has been recommended for the following areas:

Administration	\$ 37,000
Interfaith Hospitality Network – Rapid Re-Housing Activities	\$ 43,000
Interfaith Hospitality Network – Shelter Operations	\$ 40,500
Salvation Army – Shelter Operations - Salaries	\$ 20,000
Salvation Army – Shelter Operations Drop in Center	\$ 15,000
The Restoration Center – Housing Assistance - Salaries	\$ 72,000
YMWCA – Emergency Residence – Case Management	\$103,090
Homeless Prevention & Rapid Re-Housing Activities	\$162,878

Section III

**FY2013 PROJECTS AND ACTIVITIES -PROPOSED ACCOMPLISHMENTS
SUMMARY**

Activity Title	Location	Proposed Accomplishment (Persons)	Amount Allocated

1 Public Facilities and Improvements (General)(03)			
ADA Chair Lift Town Hall	Caldwell	Limited Clientele	\$56,000
ADA Accessibility Bathroom Morgan's Farm	Cedar Grove	Limited Clientele	\$62,100
ADA Improvements Monmouth Court	Livingston	Limited Clientele	\$48,980
ADA Improvements Orchard Park – Bathroom	Maplewood	Limited Clientele	\$102,589
Monsignor Owens Handicapped Accessible Bleachers	Nutley	Limited Clientele	\$39,600
ADA Accessibility Montclair Municipal Pools	Montclair	Limited Clientele	\$18,000
Library – A/C Replacement	Orange	30,134	\$47,900
Memorial Park ADA Accessibility	West Caldwell	Limited Clientele	\$49,596
Performing Arts Center Construction Debt Service	South Orange	17,000	\$118,216
2 Senior Centers (03A)			
Belleville – Senior Center Generator	Belleville	75	\$57,500
3 Neighborhood Facilities (03E)			
Family Connections, Inc. Bathroom Renovations	Countywide	800	\$18,604
FOCUS Roof Replacement	Countywide		\$38,500
Northwest Essex Comm. Healthcare Network- Belleville Bldg. Renov.	Countywide	650	\$27,000
4 Parks, Recreational Facilities (03F)			
Essex County DPW – Kips Castle ADA Wheel Chair Lift	Countywide	Limited Clientele	\$25,000
Colgate Park Reconstruction	Orange	760	\$272,000
5 Water/Sewer Improvements (03J)			
Water System Improvements	Belleville	35,731	\$266,400
6 Street Improvements (03K)			
ADA Street Ramp Improvements	Glen Ridge	Limited Clientele	\$39,500
Glenridge Ave. Streetscape Improvements PH II	Montclair	2,693	\$180,000
Sargent St. Reconstruction (Franklin to Courtland St.)	Nutley	1,000	\$70,060
Essex St. Reconstruction (Franklin Ave. to Ernst St.)	Nutley	1,000	\$61,000
ADA Accessible Crosswalk 300 & 400 Oakwood Ave.	Orange	Limited Clientele	\$41,450
Personette Ave. Section II	Verona		\$108,738

Reconstruction			
Whittlesey Ave. Street Reconstruction	West Orange		\$276,300
7 Child Care Centers (03M)			
Babyland – Façade renovations	Countywide	1,274	\$38,500
8 Health Facilities (03P)			
Clara Maass Wayfinding signage system	Countywide	465	\$34,000
9 Abused & Neglected Children Facilities (03Q)			
Wynona’s House – Exterior Lighting	Countywide	2,500	\$25,000
10 Public Services (General)			
HomeCorp – Financial Literacy Program	Montclair	300	\$20,000
Interfaith Hospitality Network – Home for Good	Montclair	15	\$15,867
United Way of North Essex – Family Success Center	Montclair		\$15,860
Helping Hands & Ears – Food Pantry and Social Services	Orange	4000	\$25,000
First Community Development Corp. – Vocational Training	Countywide	40	\$7,100
National Council for Jewish Women – Economic Empowerment Program	Countywide	55	\$8,888
Saint James Social Service Corp. – Emergency Food & Crisis Prevention	Countywide	10,000	\$7,100
11 Senior Services (05A)			
Fairfield – Sr. Citizen Bus	Fairfield	1,500	\$58,274
Millburn – Sr. Citizen Bus	Millburn	315	\$48,000
North Ward Center – Casa Israel Senior Services	Countywide	170	\$45,900
12 Handicapped Services (05B)			
1st Cerebral Palsy – Coordinator	Countywide	27	\$13,500
ARC of Essex – Disability Coordinator	Countywide	650	\$7,100
EIES of New Jersey – Radio Reader Service	Countywide	960	\$7,100
Jewish Family Services – Frail Adult Program	Countywide	115	\$7,100
Mental Health Assoc. – Vehicle Replacement	Countywide	347	\$9,875
Opportunity Project – Pre-vocational Training	Countywide	14	\$14,220
13 Youth Services (05D)			
MNDC – Project Oasis Youth Program	Montclair	230	\$25,000

Bluewave Community Care Center, Inc. – After School Tutoring Program	Montclair	275	\$20,000
Bethany Center – After School Program for At-Risk Youth	West Orange	250	\$65,000
14 Substance Abuse Services (05F)			
Horizons Community Development – Counseling	Orange	23	\$9,000
15 Tenant/Landlord Counseling (05K)			
Tenant Resource Center – Counseling	Countywide	290	\$83,889
16 Child Care Services (05L)			
Neighborhood Childcare Center Inc. – Child Care for Working Moms	Montclair		\$20,000
17 Health Services (05M)			
Planned Parenthood – HIV Testing & Counseling	Countywide	2,300	\$7,100
18 Mental Health Services (05O)			
COPE Center Inc. – Counseling Services	Montclair	500	\$25,000
Main Street Counseling – School Based Counseling	Orange	425	\$10,000
Main Street Counseling – Accessible Mental Health Program	West Orange	450	\$10,000
Northwest Essex Community Healthcare Network – Counseling Services	Countywide	200	\$30,000
The Bridge, Inc. – Counseling Services	Countywide	200	\$16,200
19 Housing Counseling (05U)			
NJ Citizen’s Action – Foreclosure Prevention & Homebuyer Counseling	Countywide	1,000	\$21,000
20 Rehab Single Unit Residential (14A) – Essex County Home Improvement Program			
	Countywide	20	\$800,930
21 Planning & Administration (21A)			
			\$890,884
22 HOME CHDO Housing Rehabilitation (14B)			
	Countywide	2 Units	\$121,851
23 HOME-Housing Rehabilitation 14A			
Affordable Housing Program	Countywide	11 units	\$609,250

24 Home – Administration (21A)			\$81,234
25 ESG Street Outreach			
Salvation Army – Drop in Center	Countywide	23 homeless people	\$15,000
26 ESG Shelter			
Interfaith Hospitality Network – Shelter Operations	Countywide	36 homeless people	\$40,500
Salvation Army – Shelter Operations	Countywide	50 homeless people	\$20,000
The Restoration Center – Housing Assistance	Countywide	160 homeless people	\$72,000
YMWCA – Emergency Residence Case Management	Countywide	1450 homeless people	\$103,090
27 Rapid Re-housing			
Interfaith Hospitality Network	Countywide	10 homeless people	\$43,000
28 Homeless Prevention	Countywide		\$162,878
29 ESG Administration			\$37,000

Section IV

FY 2013 Performance Measurement and Outcomes

Activity Title	Location	Amount Allocated	Objective	Outcome
1 Public Facilities and Improvements (General)(03)				
ADA Chair Lift Town Hall	Caldwell	Suitable Living	Accessibility	
ADA Accessibility Bathroom Morgan’s Farm	Cedar Grove	Suitable Living	Accessibility	
ADA Improvements Monmouth Court	Livingston	Suitable Living	Accessibility	
ADA Improvements Orchard Park – Bathroom	Maplewood	Suitable Living	Accessibility	
Monsignor Owens Handicapped Accessible Bleachers	Nutley	Suitable Living	Accessibility	
ADA Accessibility Montclair Municipal Pools	Montclair	Suitable Living	Accessibility	
Library – A/C Replacement	Orange			
Memorial Park ADA Accessibility	West Caldwell	Suitable Living	Accessibility	
Performing Arts Center Construction Debt Service	South Orange	Suitable Living	Availability	
2 Senior Centers (03A)				
Belleville – Senior Center Generator	Belleville	Suitable Living	Availability	
3 Neighborhood Facilities (03E)				

Family Connections, Inc. Bathroom Renovations	Countywide	Suitable Living	Accessibility
FOCUS Roof Replacement	Countywide	conomic Opportunities	Affordability
Northwest Essex Comm. Healthcare Network- Belleville Bldg. Renov.	Countywide		
4 Parks, Recreational Facilities (03F)			
Essex County DPW – Kips Castle ADA Wheel Chair Lift	Countywide	Suitable Living	Availability
Colgate Park Reconstruction	Orange	Suitable Living	Sustainability
5 Water/Sewer Improvements (03J)			
Water System Improvements	Belleville	Suitable Living	Accessibility
6 Street Improvements (03K)			
ADA Street Ramp Improvements	Glen Ridge	Suitable Living	Accessibility
Glenridge Ave. Streetscape Improvements PH II	Montclair	Suitable Living	Accessibility
Sargent St. Reconstruction (Franklin to Courtland St.)	Nutley	Suitable Living	Accessibility
Essex St. Reconstruction (Franklin Ave. to Ernst St.)	Nutley	Suitable Living	Accessibility
ADA Accessible Crosswalk 300 & 400 Oakwood Ave.	Orange	Suitable Living	Accessibility
Personette Ave. Section II Reconstruction	Verona	Suitable Living	Accessibility
Whittlesey Ave. Street Reconstruction	West Orange	Suitable Living	Accessibility
7 Child Care Centers (03M)			
Babyland – Façade renovations	Countywide	Suitable Living	Availability
8 Health Facilities (03P)			
Clara Maass Wayfinding signage system	Countywide	Suitable Living	Availability
9 Abused & Neglected Children Facilities (03Q)			
Wynona’s House – Exterior Lighting	Countywide	Suitable Living	Availability
10 Public Services (General)			
HomeCorp – Financial Literacy Program	Montclair	Suitable Living	Availability
Interfaith Hospitality Network – Home for Good	Montclair	Suitable Living	Availability
United Way of North Essex – Family Success Center	Montclair	Creating Economic Opportunities	Accessibility
Helping Hands & Ears – Food Pantry and Social Services	Orange	Suitable Living	Availability
First Community Development Corp. – Vocational Training	Countywide	Suitable Living	Availability

National Council for Jewish Women – Economic Empowerment Program	Countywide	Creating Economic Opportunities	Availability
Saint James Social Service Corp. – Emergency Food & Crisis Prevention	Countywide	Suitable Living	Availability
11 Senior Services (05A)			
Fairfield – Sr. Citizen Bus	Fairfield	Suitable Living	Accessibility
Millburn – Sr. Citizen Bus	Millburn	Suitable Living	Accessibility
North Ward Center – Casa Israel Senior Services	Countywide	Suitable Living	Accessibility
12 Handicapped Services (05B)			
1st Cerebral Palsy – Coordinator	Countywide	Suitable Living	Accessibility
ARC of Essex – Disability Coordinator	Countywide	Suitable Living	Accessibility
EIES of New Jersey – Radio Reader Service	Countywide	Suitable Living	Accessibility
Jewish Family Services – Frail Adult Program	Countywide	Suitable Living	Accessibility
Mental Health Assoc. – Vehicle Replacement	Countywide	Suitable Living	Accessibility
Opportunity Project – Pre-vocational Training	Countywide	Suitable Living	Accessibility
13 Youth Services (05D)			
MNDC – Project Oasis Youth Program	Montclair	Suitable Living	Availability
Bluewave Community Care Center, Inc. – After School Tutoring Program	Montclair	Suitable Living	Availability
Bethany Center – After School Program for At-Risk Youth	West Orange	Suitable Living	Availability
14 Substance Abuse Services (05F)			
Horizons Community Development – Counseling	Orange	Suitable Living	Availability
15 Tenant/Landlord Counseling (05K)			
Tenant Resource Center – Counseling	Countywide	Suitable Living	Availability
16 Child Care Services (05L)			
Neighborhood Childcare Center Inc. – Child Care for Working Moms	Montclair	Suitable Living	Availability
17 Health Services (05M)			
Planned Parenthood – HIV Testing & Counseling	Countywide	Suitable Living	Availability
18 Mental Health Services (05O)			
COPE Center Inc. – Counseling Services	Montclair	Suitable Living	Availability
Main Street Counseling –	Orange	Suitable Living	Availability

School Based Counseling			
Main Street Counseling – Accessible Mental Health Program	West Orange	Suitable Living	Availability
Northwest Essex Community Healthcare Network – Counseling Services	Countywide	Suitable Living	Availability
The Bridge, Inc. – Counseling Services	Countywide	Suitable Living	Availability
19 Housing Counseling (05U)			
NJ Citizen’s Action – Foreclosure Prevention & Homebuyer Counseling	Countywide	Creating Economic Opportunities	Availability
20 Rehab Single Unit Residential (14A) – Essex County Home Improvement Program	Countywide	Provide Decent Affordable Housing	Availability
21 Planning & Administration (21A)			
22 HOME CHDO Housing Rehabilitation (14B)	Countywide	Provide Decent Affordable Housing	Availability
23 HOME-Housing Rehabilitation 14A			
Affordable Housing Program	Countywide	Provide Decent Affordable Housing	Availability
24 Home – Administration (21A)			\$81,234
25 ESG Street Outreach			
Salvation Army – Drop in Center	Suitable Living	Availability	\$15,000
26 ESG Shelter			
Interfaith Hospitality Network – Shelter Operations	Suitable Living	Availability	\$40,500
Salvation Army – Shelter Operations	Suitable Living	Availability	\$20,000
The Restoration Center – Housing Assistance	Suitable Living	Availability	\$72,000
YMWCA – Emergency Residence Case Management	Suitable Living	Availability	\$103,090
27 Rapid Re-housing			
Interfaith Hospitality Network	Suitable Living	Availability	\$43,000
28 Homeless Prevention	Suitable Living	Availability	\$162,878
29 ESG Administration			\$37,000

TABLE 3B ANNUAL HOUSING COMPLETION GOALS

ANNUAL AFFORDABLE RENTAL HOUSING GOALS (SEC. 215)	Annual Expected Number Completed	Resources used during the period			
		CDBG	HOME	ESG	HOPWA
Acquisition of existing units	12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production of new units	11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rehabilitation of existing units	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Sec. 215 Rental Goals	28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANNUAL AFFORDABLE OWNER HOUSING GOALS (SEC. 215)					
Acquisition of existing units		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production of new units		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rehabilitation of existing units	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homebuyer Assistance	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Sec. 215 Owner Goals	25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANNUAL AFFORDABLE HOUSING GOALS (SEC. 215)					
Homeless	14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Homeless	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Needs	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total Sec. 215 Affordable Housing	22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANNUAL HOUSING GOALS					
Annual Rental Housing Goal	40	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal	25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Annual Housing Goal	65	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For the purpose of identification of annual goals, an assisted household is one that will receive benefits through the investment of Federal funds, either alone or in conjunction with the investment of other public or private funds.

THURSDAY, MARCH 21, 2013

2013 ONE YEAR ACTION PLAN
 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
 HOME INVESTMENT PARTNERSHIP PROGRAM
 EMERGENCY SOLUTIONS GRANT
 OBJECTIVES & PROJECTED USE OF FUNDS

On June 1, 2013 the County of Essex will enter its 37th year in the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) Program. The County proposes to fund the following activities totaling \$4,454,420 (excluding program income derived from the Revolving Loan Programs), with the projected 2013 entitlement of \$4,454,420.

2013 One Year Action Plan Public Comment Period

The 2013 One Year Action Plan has been developed in accordance with the County's adopted Citizen Participation Plan, which provides for and encourages citizen participation during the program's planning process. The provision of program information began with individual municipal meetings and will culminate with a Countywide Public Hearing to solicit public comments on the 2013 Action Plan. This hearing will be held at 6 PM on April 4, 2013 at The Salvation Army, 13 Trinity Place, Montclair, New Jersey 07042. The meeting location is fully accessible to persons with physical disabilities. Persons unable to attend the hearing may request a copy of the 2013 One Year Action Plan by contacting the Division of Housing and Community Development at 20 Crestmont Road, Verona, New Jersey 07044. The hearing is scheduled to entertain citizen comments on this proposed Community Development Block Grant, HOME Investment Partnership Program and Emergency Solutions Grant Program statement of objectives prior to submission to the U.S. Department of Housing and Urban Development on June 20, 2013. In 2013, 97% of the appropriated funds or \$4,454,420 will benefit low and moderate income persons. The Division staff will review all comments and respond to each commentator in a timely manner. Based on this information, the plan will be presented to the Essex County Board of Chosen Freeholders. The deadline for submission to U.S. Department of Housing and Urban Development April 15, 2013. Allocations are pending official notification from the U.S. Department of Housing and Urban Development final 2013 Fiscal Year allocation.

Statistics regarding the level of benefit to such individuals under each project/program outlined in this notice can be found in the 2013 One Year Action Plan. Beginning March 19, 2013 copies of Draft Action Plan will be made available at the office of the Division of Housing and Community Development, 20 Crestmont Road, Verona, NJ 07044 and available on the Essex County website at <http://essex-countynj.org>. The Division of Housing and Community Development will be accepting public comments for a period of thirty (30) days beginning March 19, 2013 and conclude April 20, 2013.

All program and project records are available for inspection at the Division of Housing and Community Development, 20 Crestmont Road, Verona New Jersey during the office hours of 8:30 a.m. to 4:30 p.m., Monday through Friday. Interested citizens should contact the Division at (973) 655-0200 or fax (973) 655-0982.

The goal of the Essex County Community Development Block Grant Program is to enhance the development of viable communities by assisting in the provision of decent housing, a suitable living environment and expanded economic opportunities, principally for persons of low to moderate income. The proposed programs are designed to meet the following objectives:

-To reconstruct, replace, rehabilitate, acquire or construct facilities including street, water, sewer, fire protection, recreational, parking, neighborhood center and barrier-free facilities. (See Categories II & IV).

-To eliminate conditions detrimental to health, safety and public welfare.

(See Categories I, II & IV)

-To conserve and expand the County's housing stock. (See Category I)

-To assist in the provision of counseling, education, recreation and related public services. (See Categories I & V)

-To assist in the conservation, expansion and construction of commercial and industrial facilities. (See Category III)

Listed below are the proposed activities for 2013. The activities are divided by project type and municipality. Numbers are rounded to the nearest dollar. The total of programmed funds and percentage of the total grant benefiting low to moderate income persons (including planning and management, administration and program delivery) is provided under the Program Information section.

I - HOUSING REHABILITATION/COUNSELING

These activities provide for the rehabilitation, stabilization and preservation of the housing stock, particularly that occupied by low and moderate income people. Additionally, these activities prevent the spread of deterioration by improving homes and counseling tenants on their rights and responsibilities. This year \$884,819 of CDBG funds will be requested for the following:

Home Improvement Program	\$800,930
Tenant Resource Center	\$83,889

II - FACILITIES

Funds provided in this category serve to eliminate and prevent unsafe and/or unhealthy conditions in neighborhood facilities throughout the County. In addition, funds are provided to the facilities for expansion and/or rehabilitation projects. These facilities are either located in and/or utilized by persons, the majority of whom are low and moderate income. This year \$634,089 has been recommended to assist communities in the preservation and rehabilitation of the following facilities:

Caldwell	
ADA Chairlift - Borough Hall	\$56,000
Cedar Grove	
Barrier Free Bathroom Improvements Morgan Farm	\$62,100
Livingston	
Barrier Free Community Center Monmouth Court	\$48,980
Maplewood	
ADA Improvements Orchard Park - Bathroom	\$102,589
Nutley	
Monsignor Owens Handicapped Accessible Bleachers	\$39,600
South Orange	
South Orange Performing Arts Center	\$118,216
Countywide	
Babyland - Construction Renovations	\$38,500
Clara Maass - Wayfinding Signage System	\$34,000
Essex County DPW - Kips Castle ADA Wheel Chair Lift	\$25,000
Family Connections, Inc. - Bathroom Renovations	\$18,604
FOCUS - Roof Repair	\$38,500
Northwest Essex Comm. Healthcare Network - Belleville Bldg. Renov.	\$27,000
Wynona's House - Exterior Lighting	\$25,000

III PUBLIC IMPROVEMENTS

Funds provided under this category are used to replace, rehabilitate or reconstruct streets, sewers, drainage systems, roads, curbs, and sidewalks. This year \$1,470,444 is being recommended for the following:

Belleville	
Senior Center - Generator	\$57,500
Water System Improvements	\$266,400
Glen Ridge	
ADA Street Ramp Improvements	\$39,500
Montclair	
Glennidge Avenue Streetscape Improvements PHII	\$180,000
Nutley	
Sargent St. Reconstruction (Franklin Ave to Courtland St.)	\$70,060
Essex St. Reconstruction (Franklin Ave. to Ernst St.)	\$61,000
Orange	
ADA Accessible Crosswalk - 300 & 400 Oakwood Ave.	\$41,450
Colgate Park Reconstruction	\$272,000
Library - A/C Replacement	\$47,900
Verona	
Personette Ave. Section II Reconstruction	\$108,738
West Caldwell	
Memorial Park - Playground Area Accessibility	\$49,596
West Orange	
Whitely Avenue Street Reconstruction	\$276,300

IV PUBLIC SERVICES

All funds provided under the Public Service category would assist in providing counseling, drug treatment services, educational programs, recreational programs and other supportive services for elderly, handicapped, youth and other low/moderate income persons throughout the County. This year \$574,184 has been recommended for the following areas:

Fairfield	
Senior Citizen Bus	\$58,274
Millburn	
Senior Citizen Bus	\$48,000

EIES of New Jersey - Radio Reader Service	\$7,100
First Community Development Corp. - Salaries	\$7,100
Jewish Family Services-Frail Adult Program	\$7,100
Mental Health Association - Vehicle Replacement	\$9,875
National Council for Jewish Women-Economic Empowerment Program	\$8,888
NJ Citizen's Action-Foreclosure Prevention & Homebuyer Counseling	\$21,000
Northward Center - Casa Israel Senior Services	\$45,900
Northwest Essex Community Healthcare Network Services (WERC)	\$30,000
Opportunity Project -Pre-vocational Training & Work Adjustment	\$14,220
Planned Parenthood - HIV Counseling & Testing	\$7,100
Saint James Social Service Corp- Emergency Food & Crisis Prevention	\$7,100
The Bridge, Inc. - Admin	\$16,200

V PLANNING & ADMINISTRATION

Administration of the CDBG Program involves the planning and execution of the projects, program coordination, evaluation, and monitoring, provision of technical assistance and dissemination of information to municipal officials and the general public. This year \$890,884 is being recommended for allocation under this category.

Countywide
Administration

\$890,884

CERP Facade Program

The County has established a grant pool through the reprogramming process that is intended to promote revitalization in eligible communities, downtown shopping districts entitled Community Economic Revitalization Grant Program (CERP). Through the grant program, building or business owners in eligible designated areas can apply through the municipality for 50% of the project costs associated with facade renovations. The building or business owners are responsible for providing a 50% match to the grant funds. The County has not set aside additional funds from its 2012 entitlement for this program. It will continue to use funds previously set aside for this program.

HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)

Proposed Use of Funds

In the 2013 Program Year, the County of Essex anticipates to receive an entitlement of \$812,335. The County of Essex must reserve a minimum of 15% of its entitlement or \$121,851 for use by Community Housing Development Organizations (CHDO). The following projects/programs will be implemented to address the housing needs of Essex County residents. HOME regulations require 25% matching funds towards the overall program. These funds come from various local, state and non-profit sources. It should be noted all required matching funds would be used to supplement the proposed use of funds.

First Time Homebuyers

The program provides for down payment assistance and/or closing costs of structures for sale to first time homebuyers who are at or below 80% of median income. The program may incorporate a deferred payment loan in the form of a permanent lien repayable only upon sale or transfer of the property when necessary to make the purchase affordable.

In the case of properties requiring rehabilitation, all work will be completed and the property brought to Housing Quality Standard (HQS) prior to the purchase of the property by the program applicant. In many cases the renovation will be performed by an eligible and qualified CHDO.

Rental Housing

In 2013, the County plans to expend at least \$121,851 on projects that support the production of rental housing. Once again, the County will be providing HOME assistance in the form of loans.

The Division plans on utilizing Reprogrammed HOME funds for new housing and development. The Division will amend the plan accordingly. Developers will be eligible to apply for loans for the rehabilitation of affordable housing units. The units will be required to remain affordable to very low and low-income persons for the 5 to 20 year period depending upon the amount of HOME assistance per unit. These projects are:

Countywide

Affordable Housing Development Program

\$609,250

Community Housing Development Organization (CHDO)

As stated previously, the HOME Program mandates each participating jurisdiction to set aside at least 15% of its HOME funds for use by one or more CHDOs. This year, the County will expend a minimum of \$121,851 on projects involving CHDOs.

Planning & Administration

Administration of the HOME Program involves the planning and execution of the projects, program coordination, evaluation, monitoring and the provision of technical assistance and dissemination of information to municipal officials and the general public. This year \$81,234 is being recommended for allocation under this category.

EMERGENCY SOLUTIONS GRANT PROGRAM

The Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH) was enacted into law on May 20, 2009. HEARTH consolidated three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program, and revised the Emergency Shelter Grants program and renamed it as the Emergency Solutions Grants (ESG) program. The interim rule revises the regulations for the Emergency Shelter Grants program by establishing the regulations for the Emergency Solutions Grants program, which replaces the Emergency Shelter Grants program. The change in the program's name, from Emergency Shelter Grants to Emergency Solutions Grants, reflects the change in the program's focus from addressing the needs of homeless people in emergency or transitional shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. In 2013, the County of Essex anticipates to receive an ESG entitlement grant of \$493,468 to fund activities consistent with the interim rule. This year \$493,468 has been recommended for the following areas:

Administration

Interfaith Hospitality Network - Rapid Re-Housing Activities	\$37,000
Interfaith Hospitality Network - Shelter Operations	\$43,000
Salvation Army - Shelter Operations - Salaries	\$40,500
Salvation Army - Shelter Operations Drop in Center	\$20,000
The Restoration Center - Housing Assistance - Salaries	\$15,000
YMWCA - Emergency Residence - Case Management	\$72,000
Homeless Prevention & Rapid Re-Housing Activities	\$103,090

JOSEPH N. DI VINCENZO, JR.

COUNTY EXECUTIVE

GEORGE F. SERIO, JR.

DIRECTOR

\$1,299.20

Legal Advertising

PAGE 011

Wednesday, April 10, 2013

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Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday & Saturday	Monday

NOTICE OF REGULARLY PUBLISHED

PUBLIC HEARING ESSEX COUNTY

DIVISION OF HOUSING AND COMMUNITY DEVELOPMENT

Correction of Public Notice Published on March 21, 2013
2010-2014 FIVE-YEAR CONSOLIDATED PLAN AND
2013 ONE-YEAR ACTION PLAN

The previous public notice incorrectly indicated the public hearing would take place on April 4, 2013. The correct date of the public hearing is April 11, 2013.

Citizens of Essex County are invited to a Public Hearing to comment on the proposed 2013 One-Year Action Plan, which includes a needs assessment of infrastructure, housing and services with particular emphasis on those areas that benefit low and moderate income persons. The One-Year Action Plan also contains goals and objectives towards meeting the assessed needs. In addition, the One Year Action Plan consists of the proposed use of funds to address these needs through the Community Development Block Grant (CDBG), Home Investment Partnership (HOME) and Emergency Solutions Grant (ESG) Programs.

The Hearing will be held:

DATE: April 11, 2013

TIME: 6:00 p.m.

PLACE: The Salvation Army
131 Trinity Place
Montclair, NJ 07042

This Hearing will afford citizens an opportunity to comment on the proposed plans prior to submission on May 1, 2013 to the U.S. Department of Housing and Urban Development for review. Anyone wishing further information on the Hearing, Consolidated Plan One Year Action Plan and incorporated programs may write to the Essex County Division of Housing and Community Development, 20 Crestmont Road, Verona, NJ 07044 or call (973) 655-0200.

JOSEPH N. DIVINCENZO, JR.
GEORGE F. SERIO, JR.
COUNTY EXECUTIVE
DIRECTOR

4/10/13 2:597.44