

# Essex County, NJ

## 2015-2019 Consolidated Plan 2016 Consolidated Annual Performance Evaluation Report

CDBG – HOME – ESG



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*Putting Essex County First*  
Containing information of all programs and projects administered by:

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

Joseph N. DiVincenzo, Jr., County Executive  
Robert D. Jackson, County Administrator  
Anibal Ramos, Jr., Department Director  
George F. Serio, Jr., Division Director

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y pregunten por Rafael Romero



# County of Essex

## New Jersey

**Joseph N. DiVincenzo, Jr.**  
Essex County Executive

**Robert D. Jackson**  
Essex County Administrator

### **Board of Chosen Freeholders**

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Britnee N. Timberlake, President – District III

Brendan W. Gill, Vice President – Freeholder At-Large

Patricia Sebold – Freeholder At-Large

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Rufus I. Johnson – Freeholder At-Large

Lebby C. Jones – Freeholder At Large

Rolando Bobadilla – Freeholder, District I

Wayne L. Richardson – Freeholder, District II

Leonard M. Luciano – Freeholder, District IV

Cynthia D. Toro – Freeholder, District V

Deborah Davis Ford – Clerk of the Board

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

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

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## CR-05 - Goals and Outcomes

### Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

During PY 2016, nine HOME projects were completed that had received commitments and were started prior to PY 2016. Three New Construction projects totaling \$3,833,582 produced 37 HOME assisted units (vs. IDIS reported goals of 20 units), five Rehabilitation projects totaling \$1,795,981 produced 36 HOME assisted units (vs. reported goals of 1 unit), and one First Time Home Buyer loan of \$50,000 resulted in the purchase of a home by 1 low income household (vs. expected outcome of 0 units). Total project costs = \$5,729,613. The significantly higher than expected productivity reflects in part the timing for two projects which produced 15 units - these projects were primarily worked on during PY 2015 but were not registered as completed in IDIS until the first week of PY 2016, thereby having the 15 units reported for PY 2016, not PY 2015. Furthermore, certain projects produced more HOME units than the minimum required to meet subsidy limits.

It is noted that there are two ongoing affordable rental housing projects which are expected to be completed during PY 2017. In addition, a recent increase in feasible applications for the First Time Home Buyer program indicates that more FTHB projects may close in PY 2017.

### Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Create and Retain Affordable Housing Units	Affordable Housing	CDBG: \$ / HOME: \$	Rental units constructed	Household Housing Unit	18	5	27.78%	20	37	185.00%

Create and Retain Affordable Housing Units	Affordable Housing	CDBG: \$ / HOME: \$	Rental units rehabilitated	Household Housing Unit	5	6	120.00%	1	36	3,600.00%
Create and Retain Affordable Housing Units	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Added	Household Housing Unit	0	1		0	1	
Create and Retain Affordable Housing Units	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	15	15	100.00%	15	0	0.00%
Create and Retain Affordable Housing Units	Affordable Housing	CDBG: \$ / HOME: \$	Direct Financial Assistance to Homebuyers	Households Assisted	4	0	0.00%	1	0	0.00%
Economic Development	Business Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
Homelessness	Homeless	ESG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	275	256	93.09%	55	0	0.00%
Homelessness	Homeless	ESG: \$	Homeless Person Overnight Shelter	Persons Assisted	12190	2023	16.60%	2438	0	0.00%
Homelessness	Homeless	ESG: \$	Homelessness Prevention	Persons Assisted	160	59	36.88%	32	0	0.00%

Planning & Administration	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$ / HOME: \$ / ESG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	26366	25899	98.23%			
Planning & Administration	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$ / HOME: \$ / ESG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	13651	50928	373.07%			
Planning & Administration	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$ / HOME: \$ / ESG: \$	Homeowner Housing Added	Household Housing Unit	4	0	0.00%			

Public Facilities Creation and Retention	Non-Housing Community Development	CDBG: \$ / HOME: \$ / ESG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	15244	25899	169.90%	11349	0	0.00%
Public Improvements	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	11122	50928	457.90%	11122	0	0.00%
Public Services	Non-Housing Community Development	CDBG: \$ / HOME: \$ / ESG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	13651	22325	163.54%	13655	1702	12.46%
Public Services	Non-Housing Community Development	CDBG: \$ / HOME: \$ / ESG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	100	70	70.00%	1000	0	0.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan,**

**giving special attention to the highest priority activities identified.**

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**CR-10 - Racial and Ethnic composition of families assisted**

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>
White	6,180	18	0
Black or African American	5,975	42	0
Asian	86	5	0
American Indian or American Native	3	0	0
Native Hawaiian or Other Pacific Islander	12	9	0
<b>Total</b>	<b>12,256</b>	<b>74</b>	<b>0</b>
Hispanic	0	4	0
Not Hispanic	12,256	70	0

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

**Narrative**

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**CR-15 - Resources and Investments 91.520(a)**

**Identify the resources made available**

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	4,622,646	4,269,730
HOME	HOME	821,625	2,324,725
HOPWA	HOPWA		
ESG	ESG	414,730	450,356
Other	Other		

**Table 3 - Resources Made Available**

**Narrative**

**Identify the geographic distribution and location of investments**

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Essex County HOME Consortium	100	100	Essex County geographic area
Essex Urban County	100	100	18 Communities within the Urban County

**Table 4 – Identify the geographic distribution and location of investments**

**Narrative**

For the HOME program, the County jointly funded and completed two Newark based projects during PY 2016 in conjunction with the City of Newark, which is independent of the Consortium but adjacent to the boundary of the Consortium and part of the Essex County geographic area. As a result, 100% of the HOME funds disbursed during PY 2016 were allocated for Essex County based projects. The Newark projects received \$2.3 MM (40% of total allocations for HOME projects completed during PY 2016).

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

Of the eleven (11) HOME projects described as Ongoing or Completed during PY 2016, six (6) were financed by a combination of funds from Low Income Housing Tax Credits (LIHTC), private lenders, the NJ Housing and Mortgage Financing Agency (HMFA) and, in some cases, local municipality funding; matching requirements for these projects are yielded by savings from lower than market rate interest rates, property tax abatements, and, in certain cases, grant funding from the municipality.

Four (4) projects were primarily funded by the County HOME program with equity contributions augmenting these HOME funds. These funds were allocated to service agencies which focus on providing affordable housing to persons with disabilities, and are for lesser amounts when compared to the tax credit / State funded projects. The primary source of match for these projects is property tax abatement. In some cases, there are grants from unaffiliated sources that are eligible match contributions.

For the single First Time Home Buyer project, the primary source for match is yielded by a lower than market rate from the first mortgage bank lender.

For PY 2016, it is noted that the Excess Match from the prior Federal fiscal year has been updated to reflect a reduction in the HOME Matching Liability for PY 2015 as tabulated by IDIS. The County's Match Liability for 2015 was reduced after a correction was made to the reported drawdown of funds for a previously completed HOME project.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	5,613,240
2. Match contributed during current Federal fiscal year	671,401
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	6,284,641
4. Match liability for current Federal fiscal year	610,795
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	5,673,846

**Table 5 – Fiscal Year Summary - HOME Match Report**

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Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match

Table 6 – Match Contribution for the Federal Fiscal Year

**HOME MBE/WBE report**

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
27,580	51,291	0	0	77,230

Table 7 – Program Income

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<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Dollar Amount	5,049,713	0	0	1,500,749	2,501,531	1,047,433
Number	8	0	0	1	4	3
<b>Sub-Contracts</b>						
Number	18	0	0	2	7	9
Dollar Amount	6,888,151	0	0	1,950,750	3,777,795	1,159,606
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Dollar Amount	5,049,713	0	5,049,713			
Number	8	0	8			
<b>Sub-Contracts</b>						
Number	18	11	7			
Dollar Amount	6,888,151	4,351,355	2,536,796			

**Table 8 - Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

**Table 9 – Minority Owners of Rental Property**

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		3		2,127,000		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		43		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

**Table 10 – Relocation and Real Property Acquisition**

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## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	58
Number of Special-Needs households to be provided affordable housing units	2	16
<b>Total</b>	<b>2</b>	<b>74</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	10	37
Number of households supported through Rehab of Existing Units	16	36
Number of households supported through Acquisition of Existing Units	0	1
<b>Total</b>	<b>26</b>	<b>74</b>

Table 12 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The actual number of household units produced by HOME funded projects that were completed during PY 2016 exceeded projections, due in part to two projects which provided several more HOME assisted units than required to meet HOME subsidy limit requirements.

For projects completed during PY 2016, the average allocation of County HOME funds for the production of a HOME assisted unit was approximately \$77,000 per unit, which is consistent with past years.



**Discuss how these outcomes will impact future annual action plans.**

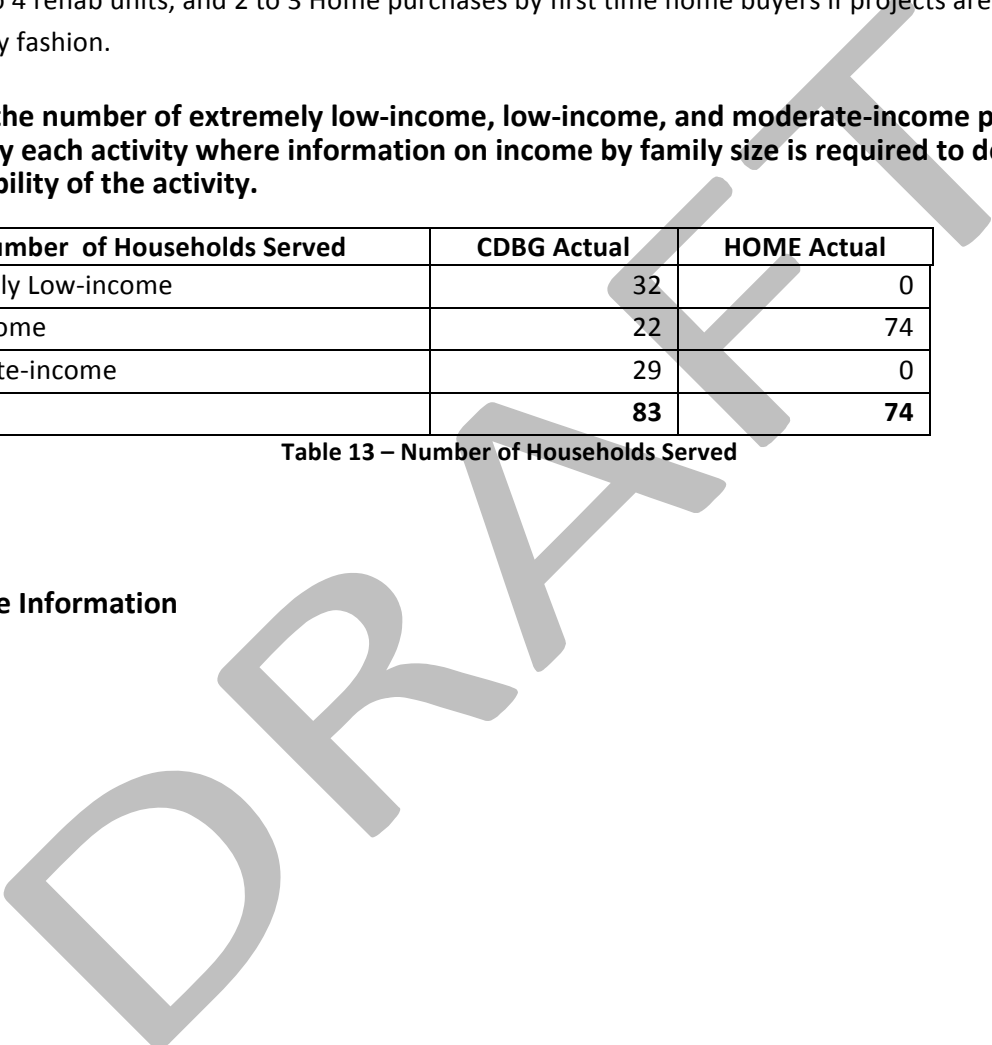
Based on two ongoing New Construction projects which are progressing towards completion during PY 2017, the County expects it will sustain a ratio of HOME Dollars to Unit Production of HOME assisted units that is consistent with historical ratios; these two projects are committed to producing 10 and 8 County HOME assisted units respectively. In addition to these 18 prospective units, based on historical HOME expenditure ratios, and assuming available Entitlement, CHDO and First Time Home Buyer funds are fully committed during PY 2017, the County may produce 8 to 10 additional new construction units, 2 to 4 rehab units, and 2 to 3 Home purchases by first time home buyers if projects are completed in a timely fashion.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	32	0
Low-income	22	74
Moderate-income	29	0
<b>Total</b>	<b>83</b>	<b>74</b>

**Table 13 – Number of Households Served**

**Narrative Information**



## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The CoC and the County utilizes street outreach agencies and programs to make sure that the largest congregation locations by volume are constantly canvassed and that there is a way for those persons to either be brought into our programs or have the ability to easily access services. The County also has WAVE vans that conduct pickups at certain locations so that people can be brought to social service agencies at certain times for low, or no cost to them. The County also has its Point in Time and Homeless Connect Day in order to have another opportunity for people to come out and voice their needs and access basic services on the spot.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

This answer is basically the same as the previous entry, however the shelters and transitional locations also receive walk-ins and can assess their needs on the spot. This does not always lead to being entered into their own agency roster, but they will be referred out to the proper agency that can address their needs.

### **Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The CoC and the County has established relationships with institutions and systems of care and is formulating a coordinated assessment process that ensures that no matter where the point of origin may be that people and families are quickly assessed and then referred to the proper agency that can address their particular need. This streamlined process would eliminate the undaunting number of points of entry into the system and uniformly evolve the homeless management throughout the County into one that can address the needs of those most vulnerable in an expedient manner and without multiple referrals or confusion for the client.

### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that**

**individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The County in working with the CoC is working on creating a master list which will prioritize those who are chronically homeless and those who are of the most vulnerable subpopulations, as well as ensuring that the coordinated assessment ranking reflects and coincides with the master list to streamline service delivery. The County also is looking to prioritize those projects that help out those in immediate crisis (through HP or RRH components) as well as priority for projects that have a "housing first" model of permanent housing. While we understand that we cannot immediately eliminate shelters and transitional housing without eliminating their need and role in the community - the outcomes for "housing first" permanent housing are much more promising and cost-effective. The CoC and the County has agreed to evaluate projects based on these criteria going forward and only award funds to those that can demonstrate a model that puts the concerns and barriers involved with the clients first, and to put clients in the best position to avoid future homeless crises and achieve sustainability.

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## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The County of Essex works alongside our local PHAs to develop affordable housing whenever the opportunity arises to work together. The local PHA's more often than not provide tenant based rental assistance, and in those instances the County is simply just the housing provider - along with the developer. The PHA's role in that situation is limited - ensuring that eligible tenants remain stable in the units in which Essex County helps develop through direct subsidy to the client. Less frequently, the PHA's help create project based rental properties, and the County lends its support in a more symbiotic fashion with the PHA (including a sharing of the affordable housing responsibilities). In this instance the PHA and the County both have a share in the underwriting and subsidy layering analysis. The projects tend to be more complex, because the subsidy is identified and applied regardless of which clients will be moving into the units. The County understands its responsibility vis a vis these types of PHA projects - most PHA's happen to be outside of the County Consortium so it makes it difficult to identify PHA project based developments with which the County can work in conjunction.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

The County provides a First Time Homebuyers program that PHA residents can apply for if they feel like they are ready for all of the facets and difficulties of homeownership. This program is available for any resident of the eighteen (18) consortium communities and gives people who are in affordable housing units or are formerly in affordable housing units an opportunity to purchase a one, two, or three unit property via downpayment assistance or the buy-down of their initial loan principle.

### **Actions taken to provide assistance to troubled PHAs**

Essex County, through it's Continuum of Care has extended the opportunity to foster Memorandum of Understanding agreements between service providers/case managers in order for the PHA to ensure that their specialized population unit vouchers receive the necessary services. It is envisioned that through this partnership, PHA's will be able to apply for and request more vouchers per community, and apply for more special project set aside vouchers (for those with disabilities/mental health/homeless). We have already begun the process with Irvington Housing Authority and hope that the other Consortium PHA's also will participate.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The County has undertaken a number of steps to remove barriers to affordable housing:

The County has established a homelessness trust fund through the collection of additional fees through its Division of Deeds and Mortgages;

The County will continue to collaborate with affordable housing providers, advocates and stakeholders to identify barriers and develop policies to remove those barriers;

The County will continue to participate in the Continuum of Care / Essex County CEAS committee to address housing needs for homeless and special needs populations;

The County has increased the subsidy to an amount of \$50,000 for first time homebuyers in order to increase purchase options within the HOME Consortium;

The County will continue to work with affordable housing developers to identify private, other public including state and federal funds to subsidize affordable housing;

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The County of Essex is committed to allocating funds to low and moderate income people particularly those households with incomes at or below 50% of the area median income. Additionally, individuals with special needs, including the elderly, chronic homeless and persons with disabilities including mental health have been identified as a priority for receiving federal funds.

The public service sub-recipients receiving CDBG funds are required to attend annual technical assistance workshops at the office of the Division of Housing and Community Development. The workshops are administered by the program monitors which review the requirements of the CDBG subrecipient agreement that include regulatory requirements, insurance, audits and reporting. The public service agencies are required to submit monthly reports in addition to their reimbursement vouchers which must include appropriate supporting documentation for all expenses incurred. The program monitors conduct on-site monitoring visits at least once during the program year to review the files of the sub-recipient.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

The County implemented an owner occupied housing rehabilitation program as well as an affordable

housing development program utilizing HOME Program funds. The County had entered into a contract with Mandell Lead Inspectors to conduct inspections for the existence of lead paint hazards in all assisted housing units. Lead- Safe work practices were used on all assisted housing rehabilitation projects. Upon completion of all work the lead inspector conducted an assessment and a clearance report was issued. In those cases where a home did not pass inspection, the contractor was responsible for addressing all issues and was not paid until the home passed inspection. All risk assessments and clearance were conducted by Mandell Lead Inspectors.

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

The County of Essex funds a wide array of public non-profit social service agencies. These agencies provide a wide range of services to County residents. The services range from after school programs designed to increase learning aptitude, recreational programs, mental health services, food pantries, HIV testing to name a few. The anti-poverty initiatives of the Urban County towns include financial literacy and homebuyer counseling services.

**Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The County has been working continuously with the consortium to address the budget cuts they continue to face especially with the State cuts that have severely affected the 18 municipalities in Essex and how CDBG funds can be better used to assist their low-moderate income residents. Coordination and streamlining of programs are essential to overcoming financial shortfalls while maintaining current services all of which have been impacted by the economy and the State of New Jersey's adverse financial situation.

The County continues to cultivate relationships with affordable housing developers, special needs servicer providers, social service providers, community development organizations and other units of government. The County, through its Continuum of Care and CEAS committee works with homeless service providers to improve the services and shelter for homeless populations.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

The County holds monthly community development meetings, public hearings as well as annual technical assistance workshops that serve to educate as well to offer opportunities for coordination among funding agencies including housing developers and social service agencies. The County had provided funding for a housing development with the Orange Development Corporation, the development arm of the Orange Housing Authority which has leased these units to low income families.

In addition, the County has provided funding through its HOME program to non-profit developers who have created units for those with special needs as well as formerly homeless families. These non-profit affordable housing developers had helped identify housing needs in the County which were

subsequently incorporated in the Strategic Plan and ultimately received funding for the development of affordable housing units.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

The County updated its Analysis of Impediments to Fair Housing (AI) for the County Consortium in 2015 and submitted it as an amendment to the 2015-2019 Consolidated Five Year Plan. The 2015 Analysis of Impediments to Fair Housing identified twenty three (23) impediments. In 2015 the County began implementing the recommendations made in the AI to address the identified impediments including:

**Redlining:** The County has lobbied for an increased minimum wage with formal action taken by the Essex County Board of Chosen Freeholders in September 2015 to increase the minimum wage to \$15.00 an hour, making Essex County the first in the State to endorse an increase.

**Linguistic Isolation:** The County continued bi-lingual effort and employs bi-lingual staff to assist non-english speaking residents. The County updated its LEP for compliance.

**Building Codes and Enforcement:** The County provides assistance to disabled homeowners and occupants for accessibility improvements through its Home Improvement Program. The County's Home Improvement Program staff hold workshops throughout the County and encourage participating municipalities to advertise the program and educate their code enforcement staff about the program so that low and moderate income people can be made aware and therefore utilize the program before a violation is issued.

**Lack of Decent Affordable Housing:** The County continued to support basic home improvements for homeowner households through the CDBG funded Home Improvement Program.

**Transportation and Employee Access:** The County provided assistance to the development of an affordable housing project near the transit station in Orange. This development represents the transit oriented development which improves the quality of life by reducing commute time and costs as well as increased access to job opportunities for lower income persons that are located outside their neighborhood.

**Neighborhood Revitalization:** The County continued to expand the variety of available housing types by funding a wide array of housing developments in PY 2015 including housing for homeless families, senior citizens, special needs individuals with developmental disabilities.

**Public Housing and Hope Vi:** The AI contained a recommendation to promote new affordable housing developments to strengthen existing neighborhood assets. The County has continued to support such developments and has focused affordable housing funding in the City of Orange neighborhoods greatly affected by the foreclosure crisis. The County previously utilized the NSP 3 program to fund the Orange

Housing Development Corp and RPM to develop new affordable housing. This practice stimulated new development and partnerships with the Orange Housing Development Corporation. Since that time the Orange Housing Development Corporation had partnered with the Alpert Group to develop a 42 unit tax credit development. The County has now entered into an agreement with the Alpert Group to develop additional new units of affordable housing in Orange.

The Davis Bacon Act: The County through its Office of Purchasing monitors all procurement practices. The County's Office of Small Business Development and Affirmative Action provides seminars and workshops to female and minority business enterprises to educate businesses on the procurement process and requirements to submit a successful bid or response to a request for proposal.

Sensitivity training is regularly provided at least annually to County employees by trainers from the Office of Personnel. This training instructs staff on the proper language and behavior when interacting with the public, co-workers and those groups with special needs.

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## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Activities are reviewed and implemented with the proper monitoring and compliance standards in place. The County progressively reviews each priority during the project implementation phase. The County's strategy for monitoring employs continuous quality improvement measures that consistently monitor projects to ensure that short term and long term goals are being met.

The Division consists of staff experienced in the various program and project type areas. Projects funded through various programs 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 (has never been used by the County)
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 Federal OMB financial management guidelines.

Compliance in these areas is verified through the following processes:

- Receipt and review of monthly service provider clientele reports and , for HOME funded projects, annual tenant certifications. A minimum of one (1) on site monitoring visits for each CDBG project per program year. Most construction activities require multiple visits depending on their complexity. Inspections of HOME projects are to be conducted within on year after the prokect is completed and at least once every three years thereafter. Monthly distribution of a financial summary by municipality. Annual review of the Single Audits conducted for funded projects. Constant interaction with the primary project contact person and municipal representatives. The use of explanatory and comprehensive grants and loans agreements. The filing of mortgage liens and/or deed restrictions on capital projects.

Using these strategies, the Division of Housing and Community Development has maximized the efficiency and impact of each of its programs and achieved the short term goals outlined in the One Year Action Plan. It is noted that a Program Performance sub-committee determined that the County needed to incorporate monitoring strategies that would ensure greater 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 provided the County with the tools necessary to ensure that programs are meeting HUD's goals and that funds are being spent in a timely manner. For the CDBG program, despite our best efforts, there are a number of capital projects which

have been delayed due to a myriad of factors. Upon a review of these projects, The Division has recaptured CDBG funds from those activities that were never started and reprogrammed those funds to activities that were shovel ready. For ongoing projects that are expected to finish in the near future, the County extended the 2015 CDBG sub-recipient agreements until December 31, 2016. For the HOME program, staff is responsible for monitoring the HOME assisted properties to ensure that the tenants occupying the HOME assisted units, the rents charged for these units, and the physical condition of these units are in compliance with HUD HOME standards. On an annual basis, the staff collects certification statements from the building owners. Once a building obtains its CO and the HOME units are occupied, the County reviews the eligibility of tenants and rent limits, and subsequently conducts onsite visits to review tenant project files every three years thereafter to ensure that the data is being maintained correctly and that source documentation is collected by the building owner at least once every six years. The physical condition of the property is similarly scheduled for onsite visits within one year after the project completions date and every three years thereafter.

### **Citizen Participation Plan 91.105(d); 91.115(d)**

#### **Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

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 2016 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 26, 2015 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 website.

2. Deadline for submission of 2016 applications was December 22, 2015 at 12 noon.

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 held 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 held Fall and Spring public hearings along with public hearing associated with amendments to the plan. The location of these hearings were held at the Salvation Army, Montclair and the offices of the Division of Housing & Community Development. This allowed equal opportunity for all county residents to attend.

The Complete citizen participation plan can be found as an attachment to this document.

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The County has re-evaluated its objectives every year during the RFP process for grant awarding. Utilizing multiple sources of data such as Census, AFFI tools and reports, monitoring reports, independent studies and any other appropriate data that we have found to be valid, we have shifted our priorities one way or another depending on what the data shows. For example, if the consortium members present data showing that their needs have shifted to needing more after school enrichment programs as a function of not only their educational performance but as a matter of public safety and police resource management then we can retool the way we evaluate and score those programs during the RFP process. Those programs may now function as satisfying multiple program objectives, and give the County "more bang for the buck" and enabling us to utilize these grant funds more efficiently.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

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## **CR-50 - HOME 91.520(d)**

### **Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

During PY 2016, the County conducted on site inspections of fourteen sites (see attachment). No major issues were identified and the sites were determined to be in compliance with HOME property standards. Should any serious issues be discovered, the County notifies the developer that the property is not in compliance with acceptable standards and that it must address the deficiency within 30 days.

It is noted that since June 1, 2017, the County has conducted two additional inspections. Moving forward, then County plans to accelerate its review of other sites in anticipation of inspecting all applicable sites by the calendar year end of 2017.

During PY 2016, the County collected annual certifications but did not conduct any onsite monitoring visits. However, beginning in June 2017, the County conducted monitoring visits for 51 project sites through August 28, 2017. To date, it appears that tenant eligibilities and rent amounts are in compliance with regulations, and that vacancies are being addressed by satisfactory marketing strategies. The County is scheduled to monitor the balance of Arc and Project Live sites, as well as various Home Corp sites by late September 2017, and will monitor several other activities in the next few months to ensure that the monitoring obligations for all activities are completed and updated by year end.

### **Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)**

Affirmative marketing actions appear to be effective as completed projects are filling units in a timely manner for a diversified ethnic base, due in part to high demand for the affordable units, and there have been no complaints of unfair practices presented to the County. Furthermore, developers and agencies have cooperated with the County to ensure they meet the affirmative action guidelines that are incorporated in their respective Written and Loan Agreements.

Essex County will continue to sustain its commitment to affirmatively further fair housing and alleviate any impediments to fair housing choices. For example, the County continues to promote its programs via the County web site, monthly Constortium meetings, public hearings, Citizen Action, and public notices released in several Spanish and English neighborhood newspapers.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

## CR-60 - ESG 91.520(g) (ESG Recipients only)

ESG Supplement to the CAPER in *e-snaps*

For Paperwork Reduction Act

### 1. Recipient Information—All Recipients Complete

#### Basic Grant Information

Recipient Name	ESSEX COUNTY
Organizational DUNS Number	133334586
EIN/TIN Number	226002433
Identify the Field Office	NEWARK
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	Newark/Essex County CoC

#### ESG Contact Name

Prefix	0
First Name	G
Middle Name	0
Last Name	Serio
Suffix	0
Title	Director

#### ESG Contact Address

Street Address 1	Kip's Castle Park 20 Crestmount Road
Street Address 2	0
City	Verona
State	NJ

CAPER

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**ZIP Code** 07044-  
**Phone Number** 9736550200  
**Extension** 0  
**Fax Number** 0  
**Email Address** gserio@essexhcd.com

**ESG Secondary Contact**

**Prefix**  
**First Name**  
**Last Name**  
**Suffix**  
**Title**  
**Phone Number**  
**Extension**  
**Email Address**

**2. Reporting Period—All Recipients Complete**

**Program Year Start Date** 06/01/2016  
**Program Year End Date** 05/31/2017

**3a. Subrecipient Form – Complete one form for each subrecipient**

**Subrecipient or Contractor Name:** ISAIAH HOUSE  
**City:** East Orange  
**State:** NJ  
**Zip Code:** 07017, 4208  
**DUNS Number:**  
**Is subrecipient a victim services provider:** N  
**Subrecipient Organization Type:** Other Non-Profit Organization  
**ESG Subgrant or Contract Award Amount:** 20000

**Subrecipient or Contractor Name:** The Salvation Army  
**City:** Montclair  
**State:** NJ  
**Zip Code:** 07042, 2706  
**DUNS Number:** 625417941  
**Is subrecipient a victim services provider:** N  
**Subrecipient Organization Type:** Faith-Based Organization  
**ESG Subgrant or Contract Award Amount:** 8000

**Subrecipient or Contractor Name:** YMWCA of Newark & Vicinity

**City:** Newark

**State:** NJ

**Zip Code:** 07102, 4504

**DUNS Number:** 075138552

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Faith-Based Organization

**ESG Subgrant or Contract Award Amount:** 87900

**Subrecipient or Contractor Name:** Integrity, Inc.

**City:** Newark

**State:** NJ

**Zip Code:** 07102, 2388

**DUNS Number:** 065794000

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** 21000

**Subrecipient or Contractor Name:** Interfaith Hosp. Network - Operations/Maint. Services

**City:** Montclair

**State:** NJ

**Zip Code:** 07042, 4544

**DUNS Number:** 137469800

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Faith-Based Organization

**ESG Subgrant or Contract Award Amount:** 50000

**Subrecipient or Contractor Name:** Newark Emergency Services for Families, Inc.

**City:** Newark

**State:** NJ

**Zip Code:** 07102, 2503

**DUNS Number:** 094969201

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** 72726



**Subrecipient or Contractor Name:** The Salvation Army - Drop In Center

**City:** Montclair

**State:** NJ

**Zip Code:** 07042, 2706

**DUNS Number:** 625417941

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Faith-Based Organization

**ESG Subgrant or Contract Award Amount:** 15000

**Subrecipient or Contractor Name:** Covenant House/Homeless Youth Street Outreach

**City:** Newark

**State:** NJ

**Zip Code:** 07102, 2630

**DUNS Number:** 849380019

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Faith-Based Organization

**ESG Subgrant or Contract Award Amount:** 40000

**Subrecipient or Contractor Name:** Interfaith Hospitality Network - IHN

**City:** Montclair

**State:** NJ

**Zip Code:** 07042, 3441

**DUNS Number:** 833225238

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Faith-Based Organization

**ESG Subgrant or Contract Award Amount:** 50000

**Subrecipient or Contractor Name:** The Salvation Army -Cornerstone Emergency Shelter

**City:** Montclair

**State:** NJ

**Zip Code:** 07042, 2706

**DUNS Number:** 062517941

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Faith-Based Organization

**ESG Subgrant or Contract Award Amount:** 0

**Subrecipient or Contractor Name:** The Salvation Army - Homeless Prevention Services

**City:** Montclair

**State:** NJ

**Zip Code:** 07042, 2706

**DUNS Number:** 625417941

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Faith-Based Organization

**ESG Subgrant or Contract Award Amount:** 8000

**Subrecipient or Contractor Name:** The Salvation Army

**City:** Newark

**State:** NJ

**Zip Code:** 07102, 1920

**DUNS Number:** 062517941

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Faith-Based Organization

**ESG Subgrant or Contract Award Amount:** 20000

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## CR-65 - Persons Assisted

### 4. Persons Served

#### 4a. Complete for Homelessness Prevention Activities

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
<b>Total</b>	

Table 16 – Household Information for Homeless Prevention Activities

#### 4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
<b>Total</b>	

Table 17 – Household Information for Rapid Re-Housing Activities

#### 4c. Complete for Shelter

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
<b>Total</b>	

Table 18 – Shelter Information

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#### 4d. Street Outreach

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
<b>Total</b>	

Table 19 – Household Information for Street Outreach

#### 4e. Totals for all Persons Served with ESG

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
<b>Total</b>	

Table 20 – Household Information for Persons Served with ESG

#### 5. Gender—Complete for All Activities

	Total
Male	
Female	
Transgender	
Don't Know/Refused/Other	
Missing Information	
<b>Total</b>	

Table 21 – Gender Information

**6. Age—Complete for All Activities**

	<b>Total</b>
Under 18	
18-24	
25 and over	
Don't Know/Refused/Other	
Missing Information	
<b>Total</b>	

**Table 22 – Age Information**

**7. Special Populations Served—Complete for All Activities**

**Number of Persons in Households**

<b>Subpopulation</b>	<b>Total</b>	<b>Total Persons Served – Prevention</b>	<b>Total Persons Served – RRH</b>	<b>Total Persons Served in Emergency Shelters</b>
Veterans				
Victims of Domestic Violence				
Elderly				
HIV/AIDS				
Chronically Homeless				
<b>Persons with Disabilities:</b>				
Severely Mentally Ill				
Chronic Substance Abuse				
Other Disability				
Total (unduplicated if possible)				

**Table 23 – Special Population Served**

## CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

### 10. Shelter Utilization

Number of New Units - Rehabbed	0
Number of New Units - Conversion	0
Total Number of bed-nights available	64,800
Total Number of bed-nights provided	47,384
Capacity Utilization	73.12%

Table 24 – Shelter Capacity

### 11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

The CoC has reconfigured its CEAS committee and has been tasked with developing performance standards which are the most appropriate for the Essex/Newark area. As of this point the only codified program measurement for shelter providers is a commitment to having a utilization rate that is no less than 75%. This number increased from 2016 and will be re-evaluated for efficacy every single year.

The CEAS has subcommittees working on establishing more project outcomes and goals and will formalize them at some point in the near future

## CR-75 – Expenditures

### 11. Expenditures

#### 11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2014	2015	2016
Expenditures for Rental Assistance	94,814	42,369	67,119
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	16,732	7,477	11,844
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	0
<b>Subtotal Homelessness Prevention</b>	<b>111,546</b>	<b>49,846</b>	<b>78,963</b>

Table 25 – ESG Expenditures for Homelessness Prevention

#### 11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2014	2015	2016
Expenditures for Rental Assistance	130,602	123,937	48,246
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	27,812	25,384	4,771
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	0	0	0
<b>Subtotal Rapid Re-Housing</b>	<b>158,414</b>	<b>149,321</b>	<b>53,017</b>

Table 26 – ESG Expenditures for Rapid Re-Housing

#### 11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2014	2015	2016
Essential Services	0	0	0
Operations	338,093	130,805	101,499
Renovation	0	35,000	0



Major Rehab	0	0	0
Conversion	0	0	0
<b>Subtotal</b>	<b>338,093</b>	<b>165,805</b>	<b>101,499</b>

Table 27 – ESG Expenditures for Emergency Shelter

#### 11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	2014	2015	2016
Street Outreach	20,701	0	182,478
HMIS	0	0	0
Administration	61,372	26,913	0

Table 28 - Other Grant Expenditures

#### 11e. Total ESG Grant Funds

Total ESG Funds Expended	2014	2015	2016
497	690,126	391,885	415,957

Table 29 - Total ESG Funds Expended

#### 11f. Match Source

	2014	2015	2016
Other Non-ESG HUD Funds	0	0	0
Other Federal Funds	0	0	0
State Government	0	0	0
Local Government	0	0	0
Private Funds	690,129	391,889	415,959

Other	0	0	0
Fees	0	0	0
Program Income	0	0	0
<b>Total Match Amount</b>	<b>690,129</b>	<b>391,889</b>	<b>415,959</b>

**Table 30 - Other Funds Expended on Eligible ESG Activities**

**11g. Total**

<b>Total Amount of Funds Expended on ESG Activities</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
831,945	1,380,255	783,774	831,916

**Table 31 - Total Amount of Funds Expended on ESG Activities**