



Passaic County, New Jersey

CDBG-CV Action Plan - April 28, 2020

OVERVIEW/OBJECTIVE

The federal CARES Act, P.L. 116-136, made available supplemental funding through the Community Development Block Grant (CDBG) Program. \$537,434 in CDBG-CV funds were allocated to the County of Passaic by the US Department of Housing and Urban Development (USHUD). The County of Passaic has also completed a Substantial Amendment to its CDBG FY 2019 Annual Action Plan, reprogramming \$100,000 to be added to the CDBG-CV Action Plan funding. This will result in a total budget of \$637,434.

Special USHUD waivers permits CDBG-CV funding to be utilized for public services and other activities that will prevent, prepare for, and respond to coronavirus. The broad flexible waivers will permit the County of Passaic to address the challenges facing the county.

PUBLIC COMMENT

The U.S. Department of Housing and Urban Development (HUD) granted several waivers to the program's procedure to expedite the use of these funds. These waivers included an ability to amend the Citizen Participation Plan and allow for a much shorter timeframe for public display, use of the internet to make the Substantial Amendment available to the public, and use of virtual meetings to allow for input and comment. Passaic County advertised and is making the Substantial Amendment available to the public on May 1, 2020 for a period of eight (8) days and will be holding a virtual public hearing on May 5, 2020 at 12:00pm at passaiccounty.webex.com, **meeting number: 716 272 740, password: rfJfPXGf253 or by telephone: 408-418-9388, access code: 716 272 740.**

ACTIVITIES

The County seeks to encourage and enforce social distancing and provide nutrition services to our homeless population.

In addition, the County seeks to support the local business community in the continued employment of low and moderate income individuals. Therefore, the County will be offering the County of Passaic Emergency Business Assistance Grant Program to local businesses located in the twelve (12) municipalities of the urban county and who employ 1-50 individuals.

The two (2) main objectives of the Passaic County CDBG-CV program will be to:

- Encourage social distancing within the homeless populations by delivering shelf stable meals that would lessen the need for trips to grocery stores; and
- Support the small business community in the continued employment of low and moderate income individuals located in the twelve (12) municipalities of the urban county.

PROGRAM DETAILS

The following provides more details on the goals and specific programmatic activities under each of the CDBG-CV Plan programs.

1. Homeless Temporary Shelter to Implement Social Distancing

The Passaic County Department of Human Services has recognized the need to develop a safe, stable, temporary shelter for individuals who do not require medical care or supervision, but are presumptive positive, or have symptoms consistent with COVID-19 and require quarantine, as recommended by a medical professional. These individuals are homeless.

Cognizant of the above outlined conditions, the Passaic County Department of Human Services will enter into an agreement with a local hotel to provide shelter for these individuals. Several sources of funding will be secured for the cost of room rentals; medical personnel; on-site management/security; PPE equipment; sanitizing rooms; etc.

The intention under the CDBG-CV Plan is to fund the provision of two (2) shelf stable meal kits per week to each resident of the temporary shelter. Each meal kit includes seven (7) entrees and seven (7) snacks. It is anticipated that meals will be needed for 100 individuals for a sixteen (16) week period, at a cost of approximately \$112,000.00.

Budget Details

The Passaic County Department of Human Services estimates that it will require two (2) meals per day for 100 residents of the temporary shelter for a minimum of 16 (sixteen) weeks. Therefore, the estimate provides for 2 meals per day of shelf-stable meals per week for each resident.

Homeless Temporary Shelter and Social Distancing Budget				
Number of Residents	7-Day Meal Pack Cost	Meal Packs Per Week	Program Duration (Weeks)	Total Cost
100	\$35.00	2	16	\$112,000.00

2. Passaic County Emergency Business Assistance Grant Program

Many Passaic County business have experienced a lack of cash flow due to social distancing restrictions imposed by the government in response to the COVID-19 public health emergency. The goal of the Emergency Business Assistance Program will provide cash flow to businesses that employ low-moderate income workers, create a new enterprise in response to the public health emergency, and stem the loss of employees.

Qualifying companies will receive grant support for operating expenses, resulting in the continued employment of low-moderate income employees in response to the COVID-19 public health emergency. Grants will be made up to \$10,000 based upon need, available funding, and a complete response to the grant program application.

Grant Program Requirements

- Businesses must be located in the 12 municipalities that currently make up the Passaic County Urban County: Bloomingdale, Haledon, Hawthorne, Little Falls, North Haledon, Pompton Lakes, Prospect Park, Ringwood, Totowa, Wanaque, West Milford, and Woodland Park.
- Businesses must employ between 1 to 50 employees, maximum.
- Businesses must have a current New Jersey Business Registration Certificate and submit a NJ Tax Clearance Certificate.
- Businesses **cannot have received** an NJ EDA grant or US SBA grant or other grant assistance.
- Owners of the company with 10% or more ownership must be citizens of the United States and provide a copy of their passport.
- Non-profits and home-based businesses and sole-proprietors are not eligible.
- Businesses must have been open and operating on March 1, 2020.
- If the applicant is also the property owner, property taxes, water taxes, and sewer taxes, must be current as of March 1, 2020.
- Businesses must demonstrate the need for the grant and must provide a detailed description of how the funds will be spent. Eligible uses include:
 - Payroll
 - Rent
 - Business property mortgage
 - Utilities
- Use of the grant for city, state or federal taxes, permits, fees or personal expenses is not permitted.
- As part of any grant award, companies must agree to submit an NJS WR-30 form; receipts and payroll reports to the Division of Economic Development as proof of expenses, and job descriptions listing the types of jobs available to low-moderate income individuals
- County employees and elected officials, as well as their immediate families, are not eligible.
- The County of Passaic may change or clarify elements of the requirements of the grant, as necessary.

Project Partnerships

The Passaic County Emergency Business Assistance Program will partner with the William Paterson University Small Business Development Center (WPUSBDC) to assist with the outreach to the small business community and a local CDFI to assist in managing the grant program, as necessary.

Administration

The following reflects basic operational material and policies. These guidelines are subject to change in order to meet federal or state regulations.

- Application Form will be developed by the Passaic County Division of Economic Development; and provided by the Division of Economic Development
- Application review and approval will be conducted by the Passaic County Division of Economic Development and possibly a CDFI. Grantee must demonstrate inability to fund the expenses requested in the application and demonstrate job retention of low-moderate income individuals.
- All grant disbursements will be deposited in ACH accounts
- Execute grant agreement and any certifications required
- All monitoring will be conducted by the Passaic County Division of Economic Development for low-moderate income employee retention; secure proof of expenditures on business activities, i.e. payroll; rent; utilities; purchase of machinery and equipment and inventory, etc.

Program Budget

The program budget for this activity totals **\$525,434**. The program will be able to assist up to fifty-two (52) companies. This number is dependent on the award granted to eligible businesses.