



CITY OF PASSAIC

HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)

2025 FUNDING

Mayor Hector C. Lora

City Council

Gary Schaer, President

Jose Garcia

Thania Melo

Chaim M. Munk

Terrance L. Love

Daniel S. Mayer

Maritza Colon Montañez

Business Administrator

Ricardo Fernandez

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HOME Program

About the Program

The HOME Investment Partnerships Program (HOME) provides formula grants to States and localities that communities use - often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-moderate income people.

The Objective

The Primary Objective of the HOME program is to create safe, decent, affordable living environments for low-moderate income persons. HOME funds can be used to finance a wide variety of affordable housing activities that generally fall into four categories: rehabilitation of owner-occupied housing; assistance to home buyers; acquisition, rehabilitation, or construction of rental housing; and tenant-based rental assistance. Projects that use HOME funding must meet certain income targeting and affordability requirements. Specifically, all HOME-assisted housing units must benefit households with incomes at or below 80% of area median income. HOME-assisted housing must also meet certain definitions of affordability and must continue to remain affordable to low-income households for a specified period of time. The specific affordability requirements vary according to the type of activity for which funds are used and the amount of HOME funding contributed to the project.

Project & Activity Qualifications

To qualify for HOME funding, proposed projects and activities must satisfy the following criteria:

- Principally benefit low-moderate income persons (as defined by American Fact Finder.gov).
- Create affordable housing units for special needs population.
- Acquisition and/or new construction and/or rehabilitation of affordable housing units for low-moderate income individuals/families.
- Benefit existing low to moderate income households in the City of Passaic or households relocating to the City.

Activity Eligibility

HOME Program rules and regulations specify eligible activities as follows:

- Rehabilitation of Owner-Occupied Housing. HOME funds may be used to help existing low to moderate income homeowners repair, rehabilitate, or reconstruct their homes.
- Assistance to First-Time Home Buyers. HOME funds may be used to help low to moderate income first-time home buyers acquire, acquire and rehabilitate, or construct homes in the City of Passaic. For example, down payment and closing cost assistance is an eligible use of funds under this category Rehabilitation and Preservation
- Affordable Rental Housing Activities. HOME funds may be used to help developers or other housing organizations acquire, rehabilitate, or construct affordable rental housing in the City of Passaic for low to moderate income households.
- Affordable Owner-Occupied Housing Activities. HOME funds may be used to partially finance the costs of creating, either through new construction or rehabilitation of existing houses, affordable housing units in the City of Passaic for purchase by low to moderate income households.

Section I – General Information

APPLICANT INFORMATION

Contact Name: _____ **Title:** _____

Address: _____

Phone Number: _____

Email Address: _____

ORGANIZATIONAL INFORMATION

Organization Name: _____ **Address:** _____

Executive Officer: _____

Website: _____

Phone Number: _____

DUNS#: _____ **Tax ID #:** _____

Is your organization a 501 (c)(3) non-profit? Yes No (if yes, please provide a copy of the State and Federal Tax exemption letter with this application)

Is your organization a Community Housing Development Organization (CHDO) ? Yes No (if yes, please provide the necessary information to certify your organization with this application)

Is your organization a governmental agency? Yes No

Does your agency owe any taxes or other debts to the City of Passaic? Yes No

If yes, describe debt owed and amount: _____

PREVIOUS FUNDING AND ACTIVITY

Has your organization received previous funding? Yes No

If yes, where was the project located?

If yes, were all funds spent and project(s) completed? If not please provide an explanation below.

ACTIVITY INFORMATION

Activity Name:		
Activity Costs:	Amount of HOME Funds Requested: \$	
Source of Other Funds (Type)	Amount of Other Sources:	Funds Committed (Yes/No)
1.	\$	1.
2.	\$	2.
3.	\$	3.
If any source of funds has not been committed to the project, please indicate when the funds will be committed.		
Activity Overview (attach summary sheet as necessary):		
Activity Start Date:	Activity End Date:	
Target Population (Census Tract/area of activity):	Number of Participants to be served:	

I hereby certify that all information and documentation submitted as part of this proposal is correct and true to the best of my information, knowledge and belief and further understand that the City of Passaic shall use this information, in confidence, to make its determination of this organization's eligibility for funding under the CDBG/HOME program. I also certify that this organization will comply with all federal rules and regulations if awarded funding under the CDBG/HOME program. If any information contained in this proposal is determined, at any time during or after the grant period, to be incorrect, misleading or a false statement or, in the event that HUD should determine that CDBG/HOME funds were improperly spent, and that money should be reimbursed to the U.S. Treasury, this organization will be responsible for the reimbursement of any and all CDBG/HOME funds expended.

Signature

Date

SECTION II — ACTIVITY ELIGIBILITY

HOME NATIONAL OBJECTIVES (Check one)

- Rehabilitation of Owner-Occupied Housing. The application proposes to use HOME funds to help existing low to moderate income homeowners repair, rehabilitate, or reconstruct their homes.
- Assistance to First-Time Home Buyers. The application proposes to use HOME funds used funds to help low to moderate income first-time home buyers acquire and/or rehabilitate, or construct homes in the City of Passaic.
- Affordable Rental Housing Activities. The application proposes to use HOME funds to help developers or other housing organizations acquire, rehabilitate, or construct affordable rental housing in the City of Passaic for low to moderate income households.
- Affordable Owner-Occupied Housing Activities. The application proposes to use HOME funds to help developers or other housing organizations acquire, rehabilitate, or construct affordable housing affordable housing units in the City of Passaic for purchase by low to moderate income households.

CLIENT DEMOGRAPHICS

Please complete the following tables to show the number of clients in each category for your activity. Current income limits can be found at <https://www.hudexchange.info/onecpl>

Number of Persons or Households served, Income Group

	Extremely Low Income Level <30% of Median	Very Low Income level >30% & <50% of Median	Low Income Level >50% & <80% of Median	At or above Income level = or > 80% of Median	Total
Persons					
Households					

Section III Narratives:

1. Describe how your proposal will accomplish the specific objective(s) checked above and how your projects meets the needs and goals outlined in the City of Passaic 5-Year Consolidated Plan or 1-Year Annual Action Plan. Identify the affordability period and how your organization will ensure HOME funds are used to benefit low to moderate income households during the affordability period. For rental projects, describe how you plan to monitor the residents during the affordability period to ensure long-term affordability is maintained.

2. Please provide a detailed description of your activity, including the total number of units and the number of HOME-assisted units. Provide the bedroom and bath configuration of the units, the square feet of the building and the individual units and any features (garages, porches, appliances, outdoor space, etc.). Please identify the number of handicap accessible units that will be incorporate in the project.

3. Identify the development team (project sponsor, architect, engineer and general contractor) and describe their experience in working on similar projects. Provide financial statements for the project sponsor that evidence financial wherewithal to undertake the project. If the project sponsor has completed other similar projects or projects using City of Passaic funds, please describe them here. Describe the readiness of your development team to begin construction. Do you have site control? Have you completed all of the necessary environmental assessments and remediation of any hazardous materials? Are plans and specifications complete? Is all financing committed? Please provide evidence of your readiness to begin construction.

4. Provide the street address of the housing development, the Block #, the Lot # and the Ward. Identify the geographical area(s) the project will serve and describe the market conditions for the area, including an estimation of the anticipated demand for the housing units and a justification for the rents/sales prices (be as specific as possible). If an independent market study or appraisal has been prepared, please provide a copy.

5. For rental projects, include a proposed unit mix, rent structure and identify the number of units that will use the High HOME rents, the number of units that will use the Low HOME rents and the number of market-rate units. Attach a proforma operating statement that includes an estimate of all revenues and expenses, including debt service payments for the duration of the affordability period. The operating statement should justify that the project is not feasible without the infusion of HOME funds. For homeownership projects, include a sales analysis to proposed end buyers that demonstrates housing affordability and justifies the need for the HOME funds.

6. City of Passaic HOME funds must be spent entirely within the City, and all people directly served with City HOME funds must be either existing City residents or relocating to the City as a result of purchasing or leasing the housing units assisted by the City's HOME funds. Will any people living outside the City be directly served under this Activity? Yes* No *If Yes, what other funds will be used to serve these people?

7. Please describe how you will collaborate with other entities on this activity (include housing counseling agencies, social supportive service providers and community organizations). Identify any minority business enterprises, women-owned business enterprises or disabled business enterprises that you will contract with. Describe your efforts to promote and document local hiring.

8. Please describe your affirmative fair housing marketing plans and how your organization will meet the goals of the City of Passaic in furthering fair housing. Refer to the City of Passaic’s Fair Marketing Plan and provide specifics from the Plan that you will undertake. Please explain how your clients will provide evidence and verification of their eligibility and income. If your project will serve special needs populations (homeless, elderly, disabled, HIV/AIDS, veterans, etc.), please describe the population served and your plans to provide social supportive services.

TIMETABLE

Identify the implementing stages and completion for the proposed activity

Project Milestones	Target Completion Date

SECTION IV - PERFORMANCE MEASUREMENTS

Number of Affordable Units (Proposed): _____ HOMEOWNER UNITS _____ RENTAL UNITS _____

Total Number Units (Proposed): _____ HOMEOWNER UNITS _____ RENTAL UNITS _____

APPLICATION CHECKLIST

You must provide a copy of the following sections in the order listed

- Application and all pertaining information** - complete and sign the application.
- Non-profit status verification** — include your proof of non-profit status with an official document (copy) from the Internal Revenue Service (IRS), DUN and BRADSTREET NUMBER (DUNs), TAX ID Number.
- Board of Directors** — provide a list of the Board of Directors or equivalent and their respective contact information (telephone numbers and addresses).
- Bylaws** — provide a copy of the organization's current bylaws or equivalent, mission statement and articles of incorporation, 111 Organizational Chart or Organization Structure.
- Organization's total fiscal budget (current year) and most recent audit**
- Certificate of Incorporation-** include State Business Registration Certificate and license
- Rent Roll, Financial Proforma and Sources and Uses** - include a detailed rent roll, proforma operating statement for the duration of the affordability period and a sources and uses of funds, including all hard and soft costs.
- Additional information** — if you feel the questions or information required by the application are not sufficient to describe your Activity completely, feel free to submit additional information. Plus attach any letters of support or other applicable information, if needed.

Submission of this application

For submission or questions about the application please contact the following person:

Joyce Gregory-Hunt, Director City of Passaic
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Passaic, NJ 07055
jhunt@cityofpassaicnj.gov
P: 973-365-5641
F: 973-365-5552