

City of Passaic, New Jersey

CDBG-CV Action Plan

Overview/Objective

The federal CARES Act, P.L. 116-136, made available supplemental funding through the Community Development Block Grant (CDBG) Program. The City of Passaic (the City) was allocated \$801,051.00 in CDBG-CV funds by the U.S. Department of Housing and Urban Development (HUD). The City has completed this Substantial Amendment to its CDBG FY 2019 Annual Action Plan, to allocate these funds.

Special HUD 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 City of Passaic to address the challenges facing the City.

Public Comment

HUD granted several program procedures waivers 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. The City of Passaic advertised and made the Substantial Amendment available to the public on May 4, 2020 for a period of 5 days and posted the Substantial Amendment on the City's website: www.cityofpassaicnj.gov

ACTIVITIES

The City is seeking to implement the following:

Job Training: This program would train low-income individuals in the field of medical technicians to assist our current medical community in combating this disease.

Small Business Grant: This program would assist the City's small business owners in maintaining their businesses during this time.

Senior Meals Program: Expansion of our Senior Meals program, providing meals to homebound low-income seniors, disabled individuals and others with compromised immune systems who are most at risk from this pandemic.

Homeless Prevention Rental Assistance Program: Provide tenant-based rental assistance to low-income households who have lost their jobs due to this pandemic and are currently in arrears with their rent and/or utilities.

PROGRAM DETAILS

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

1. Medical Technician Job Training Program

Objective

This program would train low- to moderate-income individuals in the field of medical technician to assist our current medical community in combating this disease.

Grant Program

Based on the enormity and scope of this pandemic, medical personnel in the City are in short supply. Based on this enormous need, the City intends to retain the services of an employment training provider to implement a Medical Technician Training program for City residents. CDBG-CV funds will be used to cover the costs of training 10 individuals who are low to moderate-income. The training provider and the location are still to be determined.

Grant Program Requirements

- Must be a resident of the City of Passaic
- Must be low- to moderate-income
- Meet other requirements as outlined in application
- Complete HUD Self Certification form

Budget

\$25,000

2. City of Passaic Small Business Assistance Grant Program

Objective

Many Passaic City businesses 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 Small Business Assistance Grant Program will provide various assistance “overhead costs” assistance to maintain sustainability as well as cash flow to businesses that employ low-moderate income workers.

Grant Program

The City through the Urban Enterprise Zone program will provide grants and low-interest loans of up to \$5,000 to companies to support operating expenses such as payroll, benefits, rent and utilities. The City will assist businesses retain the jobs of 20 extremely low to moderate income individuals. The services will be coordinated at City Hall offices at 333 Passaic Street and offered to businesses throughout the City.

Grant Program Requirements

- Businesses must be located in the City of Passaic
- Businesses must employ between 1 to 10 employees, maximum.
- Businesses must have a current New Jersey Business Registration 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 or legal permanent residents.
- Non-profits and home-based businesses are not eligible.
- Businesses must have been open and operating since March 1, 2018.
- If the applicant is also the property owner, property taxes, must be current as of March 1, 2020.
- Businesses must demonstrate need for the grant and must provide a detailed description of how and by when the funds will be spent. Eligible uses include:
 - Payroll
 - Rent
 - Business property mortgage
 - Utilities
 - Inventory
- 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 or other proofs of payroll payments.
- City employees and elected officials, as well as their immediate families, are not eligible.
- The City of Passaic may change or clarify elements of requirements and the grant, as necessary.

Budget

- \$100,000.00

3. Senior Meals Program

Objective

Due to the stay-at-home orders in place and the need for many high-risk individuals to maintain social distancing guidelines for an extended period, the City wishes to address the need of providing meals to the population people who are most at risk for life-threatening illness from COVID-19. These populations include seniors 65 years of age and older and people of any age who have disabilities or compromised immune systems due to serious underlying medical conditions. The City will assist low- to moderate-income households who are unable to leave the house to shop for food.

Grant Program

The City Department of Human Services will expand our existing Senior Meals Program to include additional extremely low to moderate income homebound senior and disabled residents. The services will be coordinated from the City's offices at 333 Passaic Street and will be offered to 180 senior residents throughout the City.

Grant Program Requirements

- Must be a City resident
- Must be low- to moderate-income
- Meet other requirements as outlined in application/intake
- Must complete HUD Self Certification form
- Proof of non-receipt of Food Stamps

Budget Details

Base on two meals per day, the City of Passaic Department of Human Services estimates that 900 meals per week will be needed to serve 180 individuals over a 14 week period.

Number of Residents	Meal Packs Per Week	Program Duration (Weeks)	Total Cost
180	900	14	\$63,000.00

Administration

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

- Intake Form/Application has been developed by the City of Passaic Department of Human Services.
- Application review and approval will be conducted by the City's Department of Human Services.

4. Homeless Prevention – Tenant Based Rental Assistance

Objective

Due to the COVID-19 pandemic, many low- to moderate-income City residents have either lost their jobs and/or have suffered from reduced wages. The City intends to use CDBG-CV funds to implement a Rental Assistance Program which will assistance those families struggling with rental arrears or difficulty paying utilities.

Grant Program

The City through the Office of the Mayor will provide emergency funds for payment of rent and utilities to the landlords of 80 extremely low to moderate income households who are threatened with homelessness due to nonpayment of rent. The services will be coordinated from the City's offices at 333 Passaic Street and will be offered to residents throughout the City.

Grant Program Requirements

The following reflects basic operational material and policies. This program once approved and implemented would be retro from April 1, 2020. *These guidelines are subject to change in order to meet federal or state regulations.*

- Completion of application
- Proof of City of Passaic residency
- Completion of HUD Self Certification form
- Copy of current lease agreement
- Letter from Landlord confirming monthly arrears amount
- Certification that no other assistance has been received

Budget

\$500,000.00

5. Admin

The City will use CDBG-CV funds to cover the costs of administering the various projects that the City has created. Administration of this grant will be coordinated from the City's offices at 333 Passaic Street.

Budget

\$112,051.00