



First Program Year CAPER

The CPMP First Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER 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.

The grantee must submit an updated Financial Summary Report (PR26).

GENERAL

Executive Summary

This module is optional but encouraged. If you choose to complete it, provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the first year.

Program Year 1 CAPER Executive Summary response:

The Essex County Division of Housing & Community Development embarked on the 2010 campaign, implementing the goals that were outlined in its 5 year consolidated plan. The sluggish economy and high unemployment exacerbated by the high foreclosure rates in the County continued to burden our low and moderate income citizens. The Division invested heavily in public improvement projects throughout the 18 municipalities that comprise the Essex County Consortium. The Essex County infrastructure is heavily used as most densely populated urban areas are but 2010 brought with it extreme weather conditions that exposed our infrastructure vulnerabilities. The Division prioritized funding for these types of activities because they not only affect the greatest amount of citizens they also help create jobs which are so desperately needed at this time.

The Division continued to rehabilitate numerous public facilities that provide much needed services to our population. Our public facilities continue to be utilized by record numbers in these tough economic times.

Along with our public facility improvements the Division continued to support a wide variety of public services. Many of the service providers continue to provide services to ever increasing numbers with reduced resources. The Division attempted to complement existing programs through the investment of its CDBG dollars to help those agencies expand their programs.

The Division continued to utilize its HOME Program to create affordable housing primarily for people with special needs and the homeless. The County recognized that there is a lack of safe, decent housing for these populations and made creating units for these individuals and families a priority in its 2010 Action Plan.

Finally, the Division utilized its ESG program to improve the many shelters in the County which have served record number of individuals and families this past year.

Although the economy continues to stall, HUD's entitlement programs have enabled the County to help its communities and citizens maintain a suitable living environment which otherwise might not be the case.

General Questions

1. Assessment of the one-year goals and objectives:
 - a. Describe the accomplishments in attaining the goals and objectives for the reporting period.
 - b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.
 - c. If applicable, explain why progress was not made towards meeting the goals and objectives.
2. Describe the manner in which the recipient would change its program as a result of its experiences.
3. Affirmatively Furthering Fair Housing:
 - a. Provide a summary of impediments to fair housing choice.
 - b. Identify actions taken to overcome effects of impediments identified.
4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.
5. Leveraging Resources
 - a. Identify progress in obtaining "other" public and private resources to address needs.
 - b. How Federal resources from HUD leveraged other public and private resources.
 - c. How matching requirements were satisfied.

Program Year 1 CAPER General Questions response:

Program Year 1 CAPER General Questions response: Resources Made Available Within the Jurisdiction

1. CDBG Program - The CDBG Program provides funds for activities benefiting people of low-moderate income, activities addressing slums or blight or activities meeting a particular urgent community development need. In 2010 the program received \$6,069,801 in Entitlement Funds and committed an additional \$2,245,373 to activities utilizing Reprogrammed Funds.

Emergency Shelter Grant Program (ESG) – the ESG Program provides funds for the renovation expansion or construction of homeless shelters for families. In addition, up to 30% of all funds can be used for the provision of essential services. The ESG program is administered by the Essex County Division of Housing and Community Development. In 2010 the program received \$269,207 in federal entitlement funds.

Home Investment partnership Program (HOME) – The Home program provides a revolving loan fund which is used to provide rental housing rehabilitation, group

homes for the disabled and first time homebuyer assistance for low and moderate income households. The program is administered by the Division of Housing and Community Development. The County received \$1,573,090.00 in 2010. The County leveraged other resources made available through private banks, the NJHMFA, NJ Division of Community Action, Developmentally Disabled.

Essex County Home Improvement Program (HIP) – The HIP program provides no-interest deferred payment loans to eligible homeowner occupants for the abatement of code and/or safety violations. The program is administered by the Essex County Division of Housing and Community Development. In 2010 the program rehabilitated 17 one and two family homes for a total of 23 units of housing low and moderate income people.

In 2010, the actual resources received under the previous programs were as planned in the corresponding 2010 One Year Action Plan under the 2010-2014 Consolidated Plan.

Investment of Available Resources

The following pages describe the investments made during the 2010 fiscal year toward meeting the priorities as outlined in the 2010-2014 Consolidated Plan and the 2010 One Year Action Plan. All activities are listed by priority.

In 2010 the DHCD drew down \$6,909,987.81 in CDBG funds for activities in the Essex County Consortium. These expenditures included 2010 funds as well as previous years' funds that were re-programmed for shovel ready activities. The Division has ramped up its recapture of funds from slow moving activities in order to comply with HUD's timeliness test which allows a grantee to carry 1.5 times its current year's allocation in the U.S. Treasury. The Division was compliant with its timeliness test in April.

The Division's 2010 action plan had incorporated goals that the Division sought to achieve during the program year and prioritized those goals. In order to accomplish its goals the Division utilized the CDBG, ESG and HOME programs for activities within those priorities.

In 2010, the Division completed work on sixteen public facilities that benefitted over 91,998 low and moderate income people. The Division expended \$1,130,193 for these activities. Public facility improvements consisted of removal of barriers to ensure compliance with the Americans with Disabilities Act, neighborhood centers, recreational fields, and buildings that provide a myriad of public services to low and moderate income people.

The Division drew down over \$3,066,268 to complete public improvements in 2010. Public improvements consisted primarily of roadway reconstruction but also included ADA compliant ramps, public water distribution systems and park improvements. This included six activities that were funded from the CDBG-R program. As a result of these funds over 82,115 low and moderate income people have benefited.

Managing the Process

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

During the 2010 Program Year the Division of Housing & Community Development held monthly meetings at various public facilities throughout the County. The purpose of these meetings was 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.

Essex County submitted its One-Year Action Plan to HUD for the 2010 Program Year on April 15, 2010. The US Department of Housing & Urban Development subsequently approved the plan on June 24, 2010.

The Essex County Board of Chosen Freeholders approved the 2010 One-Year Action Plan by resolution. This process allows the Division to accept the funds from the U.S. Treasury in the form of a letter of credit.

The Division entered into contracts with all sub-recipients for the 2010 Program Year soon thereafter.

The Division issued a Finding of No Significant Impact and Request of Release of Funds from HUD for all activities involving construction that could pose a potential impact on the environment. The purpose of this notice was to inform the public that the identified CDBG, HOME, & ESG activities would have no adverse effect on the environment.

Finally, over 5,284 low and moderate income people benefited from the CDBG program and its investment in public services. These services included a wide array of programs including, mental health counseling, transportation services for senior citizens, handicapped services, adult day care programs, substance abuse programs, youth recreational programs, and health services for abused and neglected children.

Citizen Participation

1. Provide a summary of citizen comments.
2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP

Tool.

Program Year 1 CAPER Citizen Participation response:

1.No Comments have been received to date.

2.The Division has listed below the total amount of funds available to each municipality. The total amount of funds committed is also listed below. Finally, the total amount expended can be found in the assessment of the County's one year goals which can be found in the prior section of this report.

Summary of Projects

The following is a list of project descriptions proposed to address the five-year goals and objectives through Program Year 2010 activities:

**CDBG PROGRAM
I - HOUSING REHABILITATION/COUNSELING**

Home Improvement Program (Initial allocation \$833,431) Final allocation	\$1,399,263
Tenant Resource Center	\$ 75,000
TOTAL	\$1,474,263

II FACILITIES

<u>Belleville</u> Friendly House Reconstruction	\$476,000
<u>Cedar Grove</u> Barrier Free Improvements to Town Hall	\$32,200
Barrier Free Improvements to Bathrooms at Community Pool	\$63,250
<u>Livingston</u> Barrier Free Improvements to Livingston High School	\$12,000
<u>Maplewood</u> Barrier Free Improvements to Memorial Library Entrance	\$151,000
<u>Montclair</u> American Legion-Install Fire Suppression System	\$10,000
Trinity Presbyterian Computer Learning Center Door Installation	\$1,500
<u>Nutley</u> The Nutley Museum Barrier Free Entrance & Bathroom	\$60,000
Nutley Family Service Bureau Barrier Free Improvements	\$54,540
<u>Orange</u> YWCA Roof Replacement	\$169,000

Jurisdiction

West Caldwell

Barrier Free Improvements to Westville Community Pool \$73,000

Countywide

COPE Center, Inc. - Parking Lot Drainage \$42,250
Family Connections – Window Replacement \$31,063
First Occupational Center of NJ – Repair Sidewalks & Steps \$24,618
FOCUS-HVAC Renovation \$30,000
Hopewell Urban Renewal Corp.-Building Rehabilitation \$15,000
Integrity Inc. – Barrier Free Entrance for outpatient program \$15,000
JESPY House, Inc. – Mitchell House Replacement of Windows \$ 8,250
JESPY House, Inc. – Mitchell House Painting \$10,700
Northwest Essex Community Healthcare – Replacement Windows \$40,000
Wynona’s House – Flooring Installation \$75,000

TOTAL \$ 1,394,371

III PUBLIC IMPROVEMENTS

Caldwell

Reconstruction of Oak Grove Road \$ 82,450

Fairfield

Reconstruction of Ray Place \$ 100,000

Glen Ridge

ADA Street Ramp Improvements \$ 58,200

Montclair

Traffic Signal Installation at Elm Street & Washington Street \$237,595

Nutley

Reconstruction of Hillside Crescent \$136,712

Orange

Reconstruction of Various Streets \$325,000

Verona

Reconstruction of Brookdale Avenue \$160,050

West Orange

Reconstruction of Cary Street & Glebe Street \$ 50,000

Reconstruction of Franklin Avenue \$387,000

Countywide

Clara Maass Medical Ctr. Foundation – Reconstruct Magnolia St. \$125,000

TOTAL \$1,798,719

IV PUBLIC SERVICES

Livingston

ADA Bus for Senior Citizens' Program \$ 60,000

Montclair

MNDC OASIS Youth Program \$ 45,000
 MNDC Community Adult School \$ 28,000
 Neighborhood Childcare Center \$ 50,000
 Hollow Day Care \$ 8,000
 Interfaith Hospitality Network – Transitional Housing Svcs. \$ 34,000
 Bluewave Community Center – After School Education \$ 16,000
 United Way of North Essex – Family Success Center \$ 20,000
 COPE Center – Client Care \$ 35,000

Orange

Youth Recreation Van \$ 22,500
 Helping Hands & Ears – Food Pantry \$ 30,000
 Main Street Counseling Center – Mental Health Center \$ 30,000
 Horizon Community Development – Substance Abuse Counseling \$ 30,000

West Orange

Bethany Center \$ 65,000
 Main Street Counseling Center – Mental Health Counseling \$ 20,000

Countywide

ARC of Essex Disabilities Staffing Services \$ 9,000
 Brand New Day – Foreclosure Prevention \$ 10,000
 1st Cerebral Palsy of New Jersey \$ 10,000
 EIES of New Jersey – Radio Reader \$ 10,000
 Family Service League – Essex County Rape Care Center \$ 10,000
 First Occupational Center of New Jersey – Vocational Training \$ 25,000
 Ironbound Soccer Club – Player Training Program \$ 5,000
 Jewish Family Service of Metrowest – Services to Frail Adults \$ 6,500
 Just One Neighborhood Program – Soccer Program \$ 5,000
 Mental Health Association – Vehicle Replacement \$ 9,500
 New Community Corp – Development Department Support \$ 15,000
 North Ward Center – Casa Israel Senior Center \$ 75,000
 Northwest Essex Community Healthcare Network – Services \$ 59,000
 Opportunity Project – Pre-vocational Training & Work Adjustment \$ 10,000
 Partnership for a Better Tomorrow –Homeowner Preservation Education \$ 25,000
 Planned Parenthood-HIV Counseling & Testing \$ 6,000
 Weequahic Park Association, Inc.- Center for Environmental Studies \$ 5,000
 Wynona's House-Multidisciplinary Team & Victim Advocacy \$ 28,000

TOTAL \$855,881

VI PLANNING & ADMINISTRATION

Planning & Administration **\$1,248,000**

HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)

Countywide

HANDS, Inc.- Churchview Homes 218 South Street, Orange	\$450,000
Mental Health Association – 354 Orange Road Montclair	\$350,000
Project Live Inc.- 43 South Pierson Maplewood	\$ 45,000
Reformed Church of Highland Park	\$150,000

Affordable Housing Program \$566,778

Planning & Administration \$173,530

TOTAL **\$1,735,308**

EMERGENCY SHELTER GRANT PROGRAM

Montclair

Salvation Army Shelter Nights \$15,000

Countywide

Apostle’s House Renovations	\$60,000
Circle of Life Shelter Nights	\$ 8,000
Interfaith Hospitality Network Shelter Nights	\$20,000
Newark YWCA – Shelter Expansion	\$75,000
New Community Harmony House – Operations	\$15,000
New Community Harmony House – Shelter Rehabilitation	\$40,000
United Community Corp-Shelter Rehabilitation	\$25,000

TOTAL **\$268,000**

Institutional Structure

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

Program Year 1 CAPER Institutional Structure response:

The County has been working with the consortium to address the budget cuts they face especially with the State cuts that have severely affected the 18 municipalities in Essex and how CDBG funds can be 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.

Additionally, the Division is committed to improving the capacity of non-profit agencies interested in entering into affordable housing development. These agencies lack experience, so the Division has been acting as an ombudsman linking non-profits with entities that have expertise in the field such as the Corporation for Supportive Housing.

Several communities are receiving funding through the Neighborhood Preservation Program (NSP 2). The County is working with the City of Newark to administer the NSP 2 Program in the following communities: Orange, Montclair, East Orange and Irvington. The County will act as the administrative agent for these towns in the utilization of NSP 2 funds to acquire and rehabilitate foreclosed properties and make them available to low and moderate income people.

Finally, the County will be administering the NSP 3 program in the City of Orange which will help stabilize two neighborhoods identified in the County's substantial amendment.

Monitoring

1. Describe how and the frequency with which you monitored your activities.
2. Describe the results of your monitoring including any improvements.
3. Self Evaluation
 - a. Describe the effect programs have in solving neighborhood and community problems.
 - b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.
 - c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.
 - d. Indicate any activities falling behind schedule.
 - e. Describe how activities and strategies made an impact on identified needs.
 - f. Identify indicators that would best describe the results.
 - g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.
 - h. Identify whether major goals are on target and discuss reasons for those that are not on target.
 - i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

Program Year 1 CAPER Monitoring response:

Activities can only be 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 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:

- 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)
- Compliance with federal, state and local procurement standards.
- Compliance with the Davis-Bacon Prevailing Wage Act and similar state requirements.

- Compliance with all federal OMB financial management guidelines.
- Compliance in these areas is verified through the following processes:

Jurisdiction

- Receipt and review of monthly service provider clientele reports.
- A minimum of one (1) on site monitoring visits for each project per program year. Most construction activities require multiple visits depending on their complexity.
- The 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 deed restrictions on capital projects.

Using these strategies, the Division of Housing and Community Development has maximized the efficiency of each of its programs and achieved the short term goals outlined in the One Year Action 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.

Even with these measures in place a number of capital projects had fallen behind schedule due to a myriad of factors. The Division has combated this by recapturing CDBG funds from those activities that were never started and reprogrammed those funds to activities that were shovel ready. In the 2010 program year the Division administered a reprogramming round in order to meet the April 2nd timeliness test. This strategy proved successful as the Division met the timeliness requirement in the 2010 program year whereas in the 2009 program year it did not.

Lead-based Paint

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

Program Year 1 CAPER Lead-based Paint response:

The County implemented an owner occupied housing rehabilitation program as well as larger projects utilizing HOME Program funds. The County conducted 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 are conducted by the Salem Environmental LLC.

HOUSING

Housing Needs

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

1. Describe Actions taken during the last year to foster and maintain affordable housing.

Program Year 1 CAPER Housing Needs response:

During the 2010 Program Year, the Essex County Consortium continued to support affordable housing needs through programs funded with HOME Program funds and CDBG funds. Below is a discussion of those activities.

Specific Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.
2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.
3. Describe efforts to address "worst-case" housing needs and housing needs of persons with disabilities.

Program Year 1 CAPER Specific Housing Objectives response:

Public Housing Strategy

1. Describe actions taken during the last year to improve public housing and resident initiatives.

Program Year 1 CAPER Public Housing Strategy response:

N/A

Barriers to Affordable Housing

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

Program Year 1 CAPER Barriers to Affordable Housing response:

As noted in the 2010-2014 Consolidated Plan, there is a tremendous need of affordable housing for people with special needs, senior citizens and homeless veterans.

The primary impediment to the creation and maintenance of affordable housing in the County is the lack of sufficient funding from federal and state resources. The lack of programs and resources to develop affordable housing units and to provide rental assistance to very low- and low-income tenants are important factors.

The County continues to work to address these barriers, but without additional funding from various governmental sources there will continue to be barriers to affordable housing in Essex County. The County is working with the National Housing Institute (NHI) to develop a new initiative of permanent affordable housing through the creation of a Community Land Trust, however the lack of funding available for planning and research has limited the progress of this unique version of affordable housing.

HOME/ American Dream Down Payment Initiative (ADDI)

1. Assessment of Relationship of HOME Funds to Goals and Objectives
 - a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.
2. HOME Match Report
 - a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.
3. HOME MBE and WBE Report
 - a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).
4. Assessments
 - a. Detail results of on-site inspections of rental housing.
 - b. Describe the HOME jurisdiction's affirmative marketing actions.
 - c. Describe outreach to minority and women owned businesses.

Program Year 1 CAPER HOME/ADDI response:

1. The Essex County Consortium has utilized its HOME Program allocation to carry out activities that provide funds for the rehabilitation of very low- and low-income rental units; to increase homeownership opportunities for low income persons; and to increase the supply of affordable rental units for very low and low income persons especially for those with special needs. These activities are consistent with the priorities set forth in the Essex County Consortium's Consolidated Plan. The Consolidated Plan forms the basis upon which the HOME Programs have been developed to increase the supply and quality of affordable housing through the strengthening of public-private relationships.

During the 2010 Program Year the County did not receive funding through the ADDI program. This program has been discontinued.

2. Attached to the Narrative is the Essex County-match log for the Program Year -

June 1, 2010 through May 31, 2011.

3.

4. The Division conducts inspections on all HOME rental projects to insure occupancy and affordability conformity as well as housing code compliance. The Division also conducts Housing Quality Standard/Tenant file inspections to ensure that units that have been rehabilitated or constructed with HOME funds are kept decent, safe, sanitary, and affordable. During 2010, all inspections were completed. The Division provides technical assistance and constructive recommendations to the developers/managers on such items as, how to better provide required information and documentation.

HOMELESS

Homeless Needs

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

1. Identify actions taken to address needs of homeless persons.
2. Identify actions to help homeless persons make the transition to permanent housing and independent living.
3. Identify new Federal resources obtained from Homeless SuperNOFA.

Program Year 1 CAPER Homeless Needs response:

1. The Essex County Division of Community Action continues to serve as the lead agency for the Continuum of Care Planning Process for Essex County. Homeless persons needs are usually addressed initially by local service providers who conduct street outreach efforts. These providers travel to locations that the homeless frequent such as train stations, parks, hospitals and other places not meant for human habitation. The homeless population is also identified by referrals and the homeless going to crisis centers, soup kitchens and shelter and/or transitional housing facilities.

A Case Manager or Social Worker will do an intake application along with conducting a needs assessment and a case plan is then developed.

In addition to a bed and food, homeless persons may be provided with an array of supportive services depending on his or her needs that include but may not be limited to connection to mainstream resources, life skills training, counseling, mental health treatment, substance abuse counseling, financial literacy and education/job development.

Homeless persons have access to these services until it is determined that they are ready to move from temporary housing to permanent housing.

2. Homeless persons are assisted with making the transition to permanent housing. Service providers make efforts to find safe, decent, affordable housing. Usually, these individuals are in need of some sort of subsidy. Many of them are categorized

in some subpopulation (such as substance abusers, mental health issues, etc). At times, these individuals’ disabilities substantially impedes their ability to live independently In addition to this housing, wraparound services are made available to them in order for them to live as independently as possible.

The chart below indicates agencies awarded grants through the Continuum of Care.

2010 ESSEX COUNTY CONTINUUM OF CARE AWARDS			
Agency Name	Name of Project	Project Type	Award Amount
Collaborative Support Program	Project Live Newark	S+C	\$776,880
Collaborative Support Program	Newark YMC PSH	S+C	\$453,180
New Community Corporation	A Better Life	SHP	\$735,000
City of Newark	Second Chance Housing Program	S+C	\$647,400
City of Newark	A Better Life	S+C	\$1,059,600
Project Live	2010 PLI - Firebird-3	SHP	\$971,964
Essex Co. Division of Community Action	Almost Home III	S+CR	\$258,960
Isaiah House	Community Creche	SHPR	\$249,495
Easter Seals of New Jersey	ESNJ Essex 2010	SHPR	\$46,664
New Jersey Housing & Mortgage Finance Agency	Essex HMIS 2010	SHPR	\$149,999
New Jersey Housing & Mortgage Finance Agency	Essex HMIS EXP FY 2010	SHPR	\$85,667
City of East Orange	My Own Place	S+CR	\$388,440
East Orange General Hospital	Next Step	SHPR	\$245,600
Positive Health Care	Permanent Housing	SHPR	\$176,283
New Jersey Department of Community Affairs	Shelter Plus Care Essex I	S+CR	\$268,284
New Jersey Department of Community Affairs	Shelter Plus Care Essex II	S+CR	\$198,984
City of East Orange	TRA for Disabled Single Adults	S+CR	\$182,460
Irvington Neighborhood Improvement Corporation	Transitional Housing	SHPR	\$250,474
Irvington Neighborhood Improvement Corporation	Transitional Housing	SHPR	\$138,365
		Total:	7,283,699

Specific Homeless Prevention Elements

1. Identify actions taken to prevent homelessness.

Program Year 1 CAPER Specific Housing Prevention Elements response:

Actions taken to prevent homelessness include providing persons who are at risk of becoming homeless with prevention services that include service providers assisting

with rental assistance (paying arrearages in order to avoid eviction proceedings), mortgage assistance (paying arrearages in order to avoid a foreclosure), utility assistance (paying PSE&G arrearages and/or security deposit in order to avoid a shut off) and relocation assistance (paying the first month of rent and/or security deposit in order for person to move into a new apartment unit).

Program Year 1 CAPER Specific Housing Prevention Elements response:

Through Title XII of the American Recovery and Reinvestment Act, the County implemented its Homelessness Prevention and Rapid Re-housing Program. This program provided financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly rehoused and stabilized. Services include rental assistance, security and utility deposits, utility payments, moving cost assistance and motel and hotel vouchers.

Emergency Shelter Grants (ESG)

1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).
2. Assessment of Relationship of ESG Funds to Goals and Objectives
 - a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.
 - b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.
3. Matching Resources
 - a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.
4. State Method of Distribution
 - a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.
5. Activity and Beneficiary Data
 - a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.
 - b. Homeless Discharge Coordination
 - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.

- c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

Program Year 1 CAPER ESG response:

1. During the 2010 Program Year, five projects providing supportive services, emergency shelter, and case management services to the homeless population were funded, representing \$93,000 in ESG funds. The projects included the Circle of Life Shelter, Interfaith Hospitality Network, SEED Time Outreach Center, New Community Harmony House, Salvation Army of Montclair and United Community Corporation.

The Circle of Life Shelter provided 25 shelter bed nights for 6 months for men and women while providing comprehensive services to their clients.

Interfaith Hospitality Network provides safe overnight shelter, food and support services to families with children.

SEED Time Outreach Center provides case management and support services which include rental assistance, utility assistance, and food distribution.

New Community Harmony House provides case management, safe and secure apartment housing for up to one year and on-site supportive services.

Salvation Army of Montclair provides shelter nights for individuals and families as well as supportive services.

United Community Corp. provides emergency shelter for men and women, along with counseling, case management services and resource center activities.

Additionally, during the 2010 Program Year the three shelter rehabilitation projects were funded, representing \$175,000 in ESG funds. The projects included Apostle's House, New Community House and the Newark YWMCA.

The Apostle's House received ESG funds to replace the roof at their 22 Grant Street, Newark facility and replace windows at the facility.

New Community Harmony received ESG funds to renovate the shelter located at 278 South Orange Ave., Newark.

Newark YWMCA received ESG funds to upgrade two elevators in the twelve story shelter located at 600 Broad St, Newark.

2. The Essex County Consortium stated in its One Year Action Plan that agencies that served both families and individual would be funded. The agencies that received ESG funds have demonstrated effective case management that serve these populations

The Consortium utilized CoC funds, as well as the County's ESG allocation to address the housing and supportive needs of the homeless and chronic homeless population. The Consortium utilized state, local, and county funds, as well as, private resources to assist in achieving the Consortium's homeless goals.

3. The Division has been provided with documentation from each of the nine Subrecipients who received a total of the \$164,664 in ESG funding. The following is

the federal requirement cited at 576.51 regarding match funds, which have been met.

4.N/A

5.ESG Subrecipients provide a description of all ESG expenditures through their monthly and Annual reports, as well as, the vouchers submitted to the Division. There have been no problems in collecting, reporting, and evaluating the reliability of this information.

COMMUNITY DEVELOPMENT

Community Development

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

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
 - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.
 - b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
 - c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.
2. Changes in Program Objectives
 - a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.
3. Assessment of Efforts in Carrying Out Planned Actions
 - a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
 - b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.
 - c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.
4. For Funds Not Used for National Objectives
 - a. Indicate how use of CDBG funds did not meet national objectives.
 - b. Indicate how did not comply with overall benefit certification.
5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property
 - a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
 - b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.

- c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.
6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
 - a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
 - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
 - c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.
7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
 - a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.
8. Program income received
 - a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
 - b. Detail the amount repaid on each float-funded activity.
 - c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
 - d. Detail the amount of income received from the sale of property by parcel.
9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:
 - a. The activity name and number as shown in IDIS;
 - b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
 - c. The amount returned to line-of-credit or program account; and
 - d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.
10. Loans and other receivables
 - a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
 - b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
 - c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.
 - d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.

- e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.

11. Lump sum agreements

- a. Provide the name of the financial institution.
- b. Provide the date the funds were deposited.
- c. Provide the date the use of funds commenced.
- d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.

12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year

- a. Identify the type of program and number of projects/units completed for each program.
- b. Provide the total CDBG funds involved in the program.
- c. Detail other public and private funds involved in the project.

13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies

- a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

Program Year 1 CAPER Community Development response:

1. The 2010 Program Year started on June 1, 2010 and ended on May 30, 2011. Funds were allocated for improvements to public facilities, upgrading streets and parks, the removal of architectural barriers, housing rehabilitation activities, commercial rehabilitation and transportation activities, and the provision of public services for the elderly, children, youth, handicapped and low- and moderate-income residents. Listed below is the amount of extremely low-income, low-income, and moderate- income persons that will benefit from the County's CDBG funded activities:
2. There were no changes proposed with regard to program objectives. The objectives identified in the 2010-2014 Essex County Consortium's Consolidated Plan are still relevant and experience in obtaining these objectives have shown that these objectives meet the needs of low- and moderate-income persons.
3. This year continued to be a difficult year for public agencies that rely on grants from foundations and donations to administer their programs. The result has been an increase in requests for assistance though the entitlement programs offered by the County. The County has assisted developers obtain financing through the NJ Balanced Housing Program and NJ Special Needs Housing Trust Fund. The HOME funds used as the gap financing in these projects leveraged the other public and private resources.
4. All funds were used by Essex County to address one of the three national objectives of the CDBG Program. All projects in the 2010 Action Plan either benefited low- and moderate-income persons or eliminated slums and blight.

5. There was no displacement of existing households, businesses or nonprofit organizations located at CDBG assisted projects during the 2010 Program Year. No occupied real property involving CDBG-assisted activities subject to the requirements of the Uniform Relocation Act (URA) or Section 104(e) were undertaken by Essex County during the 2010 Program Year.
6. Essex County utilized its CDBG program to fund its Community Economic Revitalization Program (CERP). This program provides up to 50% of the cost of renovating the façade of a business located in specific neighborhoods in the County. The program is designed to spur economic development and create jobs through the revitalization of the County's downtown shopping districts.
7. Public service activities or public facilities activities during the 2010 Program Year which served a limited clientele of low- and moderate-income population (not presumed limited clientele) utilized household annual income certification forms to document that at least 51% of the persons benefited are low- and moderate-income. The information is verified through the completion and submission of monthly and annual reports to the Division.
8. In 2010, the Division received \$ in program income which resulted in repaid loans through the County's Home Improvement Program.
9. The U.S. Department of Housing and Urban Development Office of the Inspector General conducted an internal audit of the EDC a sub-recipient of the County and concluded in its report that the project delivery costs in the amount of \$1,446,332 had been disallowed. The auditors used the following rationale to arrive at their finding: the total cost eligible for project delivery charges is calculated on the actual amount of loans issued or \$770,942. Given this figure, to be consistent with the regulations and statutes reasonable project delivery costs should have been limited to no more than \$232,000 or 30%. HUD had requested the Count repay the disallowed cost of \$1,446,332 and the County responded with a counter-offer to set aside non-federal funds in the amount of \$1,446,332 over a period of 5 years (\$289,267 per year) to be used for CDBG eligible projects. This counter-offer was accepted by HUD and a repayment agreement was entered into.
10. N/A
11. N/A
12. The CDBG funded Home Improvement Program provided financial assistance in the form of forgivable loans to low- and moderate-income property owners for the correction of code violations, energy efficiency and to address health and safety issues representing the rehabilitation of 23 units during 2010 Program Year. The Division is aware that it did not meet its target of goal as indicated in the 2010 Action Plan. During 2010, the Division increased its outreach and marketing efforts to help address this issue including holding program seminars at local senior centers and other community facilities to encourage interest in the program.
13. N/A

Antipoverty Strategy

1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.

Program Year 1 CAPER Antipoverty Strategy response:

The County and the Consortium interact and support a number of agencies and programs that provided services and assistance aimed directly at reducing poverty. Examples of these services included job training and job placement activities sponsored by the the Welfare to Work Program and long-term employment opportunities for severely disabled adults, and life skills development programs. Additionally, residents who were interested in employment assistance obtained these services through the Essex County One-Stop Center and Workforce Investment Board. These centers provided intake and application for service; eligibility determinations; orientation and assessment; referral to direct job development facilities; job placement into on-the-job training contracts with employers, placement into skill training, educational training (basic educational skills) and English as a Second Language training; referral to social services and support services.

The Essex County Comprehensive Emergency Assistance System (CEAS) Committee, which serves as a forum for organizations such as, local government, welfare, shelters, and housing providers, addressing the needs of the homeless throughout Essex County. The CEAS Committee (a division within the Department of Economic Development, Training and Employment) conducted meetings during the 2010 Program Year. The committee's membership includes the Director of the County Welfare Agency, a County Welfare designee with expertise in homelessness and anti-poverty efforts; representatives for the mentally ill, homeless, consumers of emergency food and shelter services. Representatives of the State Departments of Human Services, Community Affairs, Division of Mental Health and Hospitals, the Division of Youth and Family Services are invited to attend as well. The Committee's main focus is upon those individuals who are homeless within our County; however, they also conduct anti-poverty efforts.

NON-HOMELESS SPECIAL NEEDS

Non-homeless Special Needs

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

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

Program Year 1 CAPER Non-homeless Special Needs response:

The Division funded supportive services to abused and neglected children representing an (\$103,000 allocation of CDBG funds. The funds went to the Wynona's House for rehabilitation of their facility and for their victim advocacy program. It is estimated that more than 554 children will have access and availability to services developed for addressing child abuse and neglect enhancing and creating a suitable living environment for those children.

The Division funded Planned Parenthood which conducted HIV testing for low and moderate income people in Essex County. They provided counseling services for those infected as well as education to help prevent the spread of HIV. It was reported by Planned Parenthood that they tested and counseled 2,519 people in 2010.

Specific HOPWA Objectives

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

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
 - a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
 - b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
 - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
 - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
 - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
 - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
 - a. Grantee Narrative
 - i. Grantee and Community Overview
 - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
 - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
 - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
 - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
 - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations

- (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.
- ii. Project Accomplishment Overview
 - (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
 - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
 - (3) A brief description of any unique supportive service or other service delivery models or efforts
 - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
- iii. Barriers or Trends Overview
 - (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
 - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
 - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
- b. Accomplishment Data
 - i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
 - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

Program Year 1 CAPER Specific HOPWA Objectives response: N/A

OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

Program Year 1 CAPER Other Narrative response:
Appendices

HOME MATCH LOG
SECTION 3 REQUIREMENTS
IDIS GENERATED REPORTING
1. CONSOLIDATED PLAN REPORTS
2. CDBG REPORTS

3. HOME REPORTS
4. ESG REPORTS
5. BASIC SYSTEM REPORTS

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