



Mayor Steven M. Fulop

Technical Assistance Meeting

November 3, 2017

**Department of Housing,
Economic Development & Commerce**

Division of Community Development

Free WIFI



Wi-Fi Name: division

Wi-Fi

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Overview

1:00 PM	Registration
1:45 PM	Welcoming Remarks <i>Presented by Rodney Hairston</i>
2:00 PM	Introduction & Objectives
2:15 PM	Professional Development – Tyler Manley is the Senior Manager of Nonprofit Engagement
3:00 PM	Break out Sessions <i>Services & Non-profit Presented by Kiyada Pittman- Senior Program Analyst</i> <i>Affordable Housing and Construction presented by Rodney Hairston- Real Estate Officer</i> <i>1st time applicants for Housing & Non-profit</i>
4:00PM	Next Steps/ HUD Update
4:10 PM	Public Hearing
5:15 PM	Questions
5:30 PM	Closing Remarks <i>Presented by Carmen Gandulla, Director Division of Community Development</i>

CDBG National Objectives

CDBG National Objectives

Benefit Low &
Moderate Income
Persons

Prevent or
Eliminate Blight

Meet Urgent
Health & Welfare
Needs

Meeting CDBG National Objectives

Benefit Low &
Moderate Income
Persons

Area Benefit: Serve a primarily residential geographic area with 51%+ low-moderate income persons

Limited Clientele:

1. Income Intake-income <80% AMI
2. Presumed Benefit-DV victims, homeless, persons living with AIDS, elderly, disabled, illiterate adults, migrant farm workers
3. Income restrictions by another program
4. Nature & Location of activity

Housing: Providing or improving permanent residential structures to be occupied by low-moderate income households

Jobs: Creation or retention involving employment of persons, a majority of whom are low-moderate income

Low-Moderate Income Limits, 2017

Family/Household Size	Low Income (80%)	Very Low Income (50%)	Extremely Low Income (30%)
1 person	\$48,200	\$30,100	\$18,100
2 person	\$55,050	\$34,400	\$20,650
3 person	\$61,950	\$38,700	\$23,250
4 person	\$68,800	\$43,000	\$23,250
5 person	\$74,350	\$46,450	\$27,900
6 person	\$79,850	\$49,900	\$29,950
7 person	\$85,350	\$53,350	\$32,000
8 person	\$90,850	\$56,800	\$34,100

Meeting CDBG National Objectives

Prevent or
Eliminate Blight

Spot Basis: elimination of specific conditions of blight and decay not located in a designated slum or blighted area

Area Basis: substantial number of deteriorated or deteriorating buildings as defined by N.J.S.A. 40A:12A, must be designated by the city

Urban Renewal: located within an urban renewal project area or neighborhood development plan area

Meeting CDBG National Objectives

Urgent Need

Serious and immediate threat to health and welfare of the community

Of a recent origin or recently became urgent

Grantee unable to finance activity on its own and no other funding is available

Community Development Block Grant

Relocation

Public Services

Relocation Background Information

Community Development Block Grant –

Relocation Services

Relocation under the Uniform Act, (URA) passed by Congress in 1970, is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms.

Objectives:

To provide uniform, fair and equitable treatment of persons whose real property is acquired or who are displaced in connection with federally funded projects

- To ensure relocation assistance is provided to displaced persons to lessen the emotional and financial impact of displacement
- To ensure that no individual or family is displaced unless decent, safe, and sanitary (DSS) housing is available within the displaced person's financial means
- To help improve the housing conditions of displaced persons living in substandard housing
To encourage and expedite acquisition by agreement and without coercion

Agencies conducting a program or project under the URA must carry out their legal responsibilities to affected property owners and displaced persons. Agencies should plan accordingly to ensure that adequate time, funding and staffing are available to carry out their responsibilities.

CDBG Background Information

Community Development Block Grant – Public Services

The Community Development Block Grant is a federally funded grant program administered by the U.S. Department of Housing and Urban Development (HUD), aimed to assist low to moderate-income communities in community development projects.

- Providing activities in compliance with one of the National objectives
- to develop viable urban communities
- **Providing activities benefiting low-moderate income persons**

Funds are authorized under the Housing and Community Development Act of 1974. Every year, each city with more than 50,000 people and each county with a population of more than 200,000 are eligible to receive funding from the federal government for services:

Eligible Activities – Public Services

CDBG regulations allow the use of grant funds for a wide range of public service activities, including, but not limited to:

- Homeless Services
- Senior and Disabled Services
- Employment (job training)
- Crime Prevention
- Child Care
- Health Care Services
- Education Programs (life skills, etc..)
- Public Safety Services
- Youth Services
- Domestic Violence and Child Abuse Services
- Substance Abuse Services (e.g., counseling and treatment)
- Fair Housing Services Activities (Counseling)
- Recreational Programs

*Public Services programs not previously funded must be new or have an expanded level of service.

Eligible Beneficiaries – Public Services

Funds must
Benefit Low &
Moderate Income
Persons

All persons served must be residents of Jersey City.
Non-residents cannot be served with these funds.

Limited Clientele:


1. At least 51% of clientele served must be <80% AMI
2. Funds must benefit a clientele who are generally presumed to be principally low/mod income persons. Presumed Benefit-DV victims, homeless, persons living with AIDS, elderly, disabled, abused children, illiterate persons, migrant farm workers

Programs are also required to report clientele served who fall below 50% median and 30% median income.

Funding Availability & Additional Requirements

Community Development Block Grant (CDBG)	\$5,000,000
15% allocated for CDBG-PS	\$750,000

Funding Subject to change based on final HUD allocation



Funds must be used
for direct service.
**Administrative costs
are prohibited.**



Admin Costs refer to:

- Board Development
- Executive Director functions
- Accounting
- Budgeting
- Personnel Procurement
- Legal Services

Community Service Block Grant (CSBG):

Eligible Activities
Eligible Beneficiaries
Funding Availability

CSBG Background Information

Community Services Block Grant (CSBG)

The **Community Services Block Grant (CSBG)** funds are authorized under the U. S. Department of Health and Human Services, Department of Community Affairs (DCA). CSBG provides funds to alleviate the causes and conditions of poverty in communities.

CSBG funding supports projects that:

1. Lessen poverty in communities
2. Address the needs of low-income individuals including the homeless, migrants and the elderly
3. Provide services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health

CSBG GOALS:

- ✓ Increased self-sufficiency
- ✓ Improved living conditions
- ✓ Ownership of and pride in their communities
- ✓ Strong family and support systems

Eligible Activities – CSBG

- Housing
- Counseling
- Child Care
- Health
- Conflict Resolution
- Education
- Nutrition
- Social Services
- Information and Referral
- Employment and Training Development

Eligible Beneficiaries – CSBG

Funds must
Benefit Low
Income Persons
<125% Federal
poverty guidelines

All persons served must be residents of Jersey City.
Non-residents cannot be served with these funds.

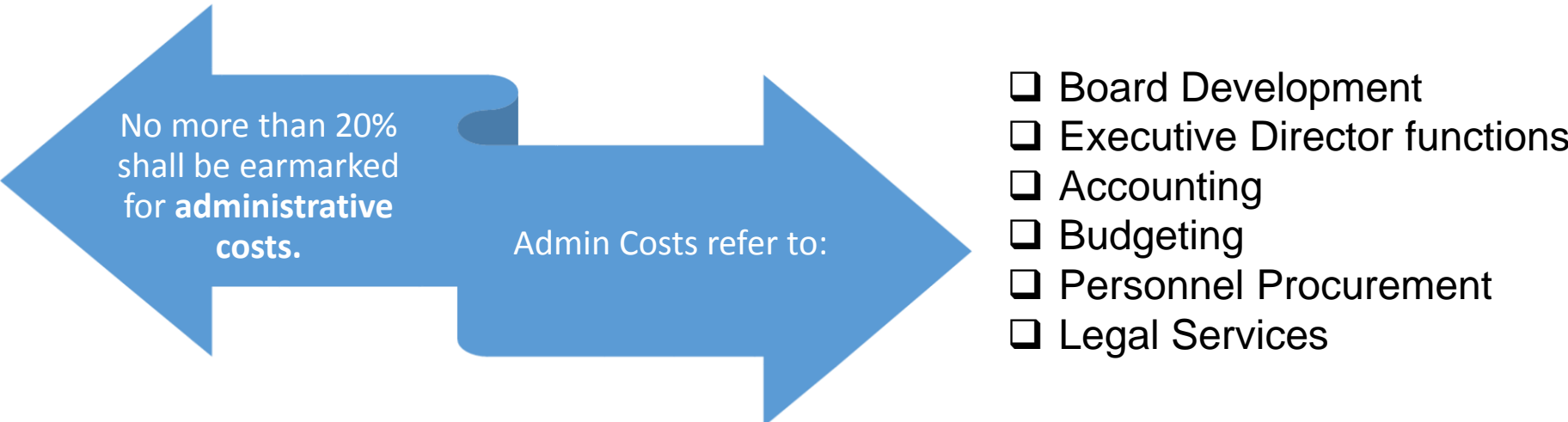
Limited Clientele:

1. 100% clientele served must meet federal poverty guidelines established by U.S. Department of HHS
2. Funds must benefit a clientele who are low-income persons that will become more self sufficient.
3. Conditions in which low-income persons live are improved.

Funding Availability & Additional Requirements

Community Services Block Grant (CDBG)	\$900,000
Funds are disseminated quarterly. Only 25% allocated for the Initial funding level	\$225,000

Funding Subject to change based on final HUD allocation



No more than 20% shall be earmarked for administrative costs.

Admin Costs refer to:

- Board Development
- Executive Director functions
- Accounting
- Budgeting
- Personnel Procurement
- Legal Services

Emergency Solutions Grant (ESG)

ESG Background Information

Emergency Solutions Grant (ESG)

The purpose of the Emergency Solutions Grants (ESG) program is to assist individuals and families quickly to regain stability in permanent housing after experiencing a housing crisis or homelessness.

ESG provides grants by formula to states, metropolitan cities, urban counties and U.S. territories to support homelessness prevention, emergency shelter and related services.

Metropolitan cities, urban counties and territories may provide ESG funds to projects operated by units of general purpose local government or private nonprofit organizations

Emergency Solutions Grant (ESG) funding supports programs that:

1. Engage homeless individuals and families living on the street
2. Improve the number and quality of emergency shelters for homeless individuals and families
3. Help operate these shelters
4. Provide essential services to shelter residents
5. Rapidly rehouse homeless individuals and families
6. Prevent families/individuals from becoming homeless.

Eligible recipients must consult with the local Continuum(s) of Care (COC) operating within the jurisdiction in determining how to allocate ESG funds.

ESG- Eligibility

1. Eligible Activities:

- Street outreach; engaging the unsheltered homeless and connecting to services
- Emergency Shelter; operations and essential services, such as case management
- Rapid-Rehousing homeless individuals and families
- Prevent homeless families and individuals from becoming homeless

2. Eligible Beneficiaries:

- All participants must meet HUD's homeless and at-risk for homelessness definitions. For Homeless Prevention funds clients must be "at-risk" AND below 30% AMI. Please see **Appendix B** in the ESG RFP Instructions for details on HUD's homelessness categories and relevant ESG components

ESG Estimated 2018 Funding Availability

ESG Eligible Component	Funds Available in this RFP	%
City of Jersey City Administration	\$0.00	0%
Street Outreach	\$54,941.00	12%
Emergency Shelter	\$219,767.00	48%
Rapid Rehousing/Homeless Prevention	\$183,139.00	40%
TOTAL	\$457,848.00	100%

ESG budget is subject to change based on final HUD allocation and proposals submitted

ESG Additional Requirements

- **Funding Caps**
 - No more than 60% of ESG funds are available for Street Outreach and Emergency Shelter projects.
 - The remaining 40% will be allocated across other eligible ESG activities
- **Match!** - Applicant must provide 100% match for the ESG funds.
- ESG grantees **MUST** work with and participate in the Continuum of Care (CoC): The Hudson County Alliance to End Homelessness
- **HMIS** - ESG supported programs are required to input program beneficiary data into the Homeless Management and Information System.

Housing Opportunities for
Persons With AIDS
(HOPWA)

HOPWA Background Information

Housing Opportunities for Persons with HIV/AIDS (HOPWA)

The Housing Opportunities for Persons With AIDS (HOPWA) Program is the only Federal program dedicated to the housing needs of people living with HIV/AIDS. Under the HOPWA Program, HUD makes grants to local communities, States, and nonprofit organizations for projects that benefit low-income persons living with HIV/AIDS and their families.

HOPWA provides funding through two (2) types of grants:

1. Formula Program (90%)
2. Competitive Program (10%)

Formula Eligible applicants include metropolitan statistical areas with more than 500,000 people and at least 1,500 cumulative AIDS cases and States with more than 1,500 cumulative AIDS cases outside of eligible metropolitan statistical areas. Awards are contingent upon the submission and approval by HUD of a jurisdiction's Consolidated Plan.

Competitive Eligible applicants include States, local governments, and nonprofit organizations. Awards are based on competitive applications, with priority given by congressional authority to the renewal of expiring permanent supportive housing project grants.

HOPWA funds support programs that:

- ✓ Provide housing assistance for this targeted special needs population
- ✓ Include assessment and case management
- ✓ Provide substance abuse treatment, mental health treatment, nutritional services, job training and placement assistance
- ✓ Provide assistance with daily living

HOPWA- Eligibility

1. Eligible Activities:

- Long-term Tenant-Based Rental Assistance (TBRA)
- Short-Term Rent, Mortgage and Utilities (STRMU)
- Permanent Housing Placement
- Facility-Based Assistance
- Short-term Supported Housing Assistance
- Supportive Services
- Housing Information Services
- Administrative/Indirect Costs

*****Not** being considered for FY 17 funding: Acquisition, rehabilitation and/or new construction of housing units

2. Eligible Beneficiaries

- All persons served must be residents of **Hudson County**. Non-residents cannot be served with these funds.
- All persons served must be low-income persons (at or below 80 percent of area median income) that are medically diagnosed with HIV/AIDS and their families are eligible to receive HOPWA-funded assistance.

HOPWA Estimated 2018 Funding Availability

City Uses of HOPWA Funds	Amount
City of Jersey City Administration	Up to 3%
Estimated Available through RFP Competition	\$2,347,871
TOTAL	\$2,420,486

Subject to change based on final HUD allocation

HOPWA Additional Requirements

- Participation with the Hudson County HIV Planning Council's Housing Committee
- County-wide grant - must reside in **Hudson County**
- Beneficiary income cannot exceed 80% of the area's medium income, established by HUD
- Funds for administration costs are capped at **7%** of total grant application requests
- TBRA/STRMU/PHP activities must have **80%** of their allotted to Direct Financial Assistance, with the remaining for administration and operating costs

Threshold Requirements for Proposals

RFP Threshold Requirements

Requirements for all proposals

1. IRS 501©(3) Exemption Determination Letter (non-profit)
2. System Award Management (SAM) Registration (Must be active)
3. Most Recent Tax Return or Form 990 (non-profit)
4. Certificate of Good Standing (NJ Short Form)
5. Organization/Business Articles of Incorporation
6. Organization/Business By-Laws
7. Current Board of Directors List
8. Most Recent Audited Financial Statements
9. Memorandum of Agreement (MOA) Letter of Support (if applicable)
10. Certification Signature Page

Requirements must be met or application is disqualified

Additional Threshold Requirements

CDBG/CSBG

- ✓ Community Needs Assessment
- ✓ CSBG Logic Models/ROMA Goals and Reporting

ESG

- ✓ A Completed ESG Budget Template (see documents tab)
Shelter projects: Required to submit NJDCA issue shelter license
- ✓ Agreement to record all client level data in HMIS
- ✓ Agreement to participate as a member in the Hudson County Alliance to End Homelessness and adhere to its relevant policies, including the Hudson County Coordinated Entry Program.
- ✓ Agreement to provide ESG-funded services with a "Housing First" and low-barrier approach

HOPWA

- ✓ Agreement to record all client level data in HMIS
- ✓ Agreement to be an active participant in the Hudson County HIV/AIDS Services Planning Council and its Housing Committee.

Requirements must be met or application is disqualified

Evaluation and Scoring for
CDBG, CSBG,
HOPWA, and ESG

Scoring - READ the RFP!

- Each grant scorecard is structured differently
- Returning grantee past program and grant performance is considered

Score Card Overview:

- Agency and staff experience with target population and services
- Target population
- Program design
 - Meets grant intended goals
 - Able to address a community need
 - Design demonstrates knowledge of population and program service
- Program outcomes/goals
 - Sufficient and applicable to program design
 - Presents a sufficient and clear process to measuring and meeting goals
- Financial Capacity
 - Audit history
 - Leveraging
- Proposed budget
 - Reasonable
 - Eligible expenses

Program Analysts



City of Jersey City
Division of Community Development
30 Montgomery Street, Suite 404
Jersey City, NJ 07302

CDBG/CSBG Program Analyst:
Kiyada Pittman 201-547-5468
Kpittman@JCNJ.org

2018 HUD Entitlement Orientation
Request for Proposals Review



Mayor Steven M. Fulop

**Department of Housing, Economic
Development & Commerce**

**Division of Community
Development**

**HOME Investment Partnerships
Program (HOME)**

**Community Development Block Grant
(CDBG) Public & Community Facilities**

November 3, 2017

HOME Investment Partnerships (24 CFR Part 92)



**EQUAL HOUSING
OPPORTUNITY**



HOME Investment Partnerships Program

- HOME Investment Partnerships Program (HOME) provides formula grants that communities use to fund acquisition, rehabilitation, and/or new construction of affordable housing for rent or homeownership.
- Largest Federal block grant exclusively to create affordable housing for low-income households.
- All HOME-funded projects must follow project compliance and monitoring regulations under 24 CFR Part 92.

HOME Eligible Partnerships

- New Construction
- Rehabilitation
- Reconstruction
- Conversion
- Site Improvements
- Acquisition of Property and Vacant Land
- Demolition
- Relocation Costs
- Refinancing
- Capitalization of Project Reserves
- Project-Related Soft Costs

HOME Ineligible Partnerships

- Project Reserve Accounts
- Development, Operations or Modernization of Public Housing
- Acquisition of PJ-Owned Property
- Project-Based Rental Assistance
- Pay for Delinquent Taxes, Fees or Charges
- HOME projects during affordability period

HOME Considerations

Timely Production and Occupancy of HOME-Assisted Housing:

- HOME projects must be completed within four (4) years of commitment (contract execution)
- HOME-assisted rental units must be occupied by income-eligible households within 18 months of project completion
- A homebuyer unit must have a ratified sales contract within 9 months of construction completion or it will be converted to a rental
 - 2013 Rule Change: Homebuyers must receive housing counseling

HOME Considerations

HOME funds cannot be **committed** to a project until:

- Underwriting and subsidy layering are performed
 - An examination of the sources and uses of funds for the project and a determination that the costs are reasonable
- Market study is completed
 - An assessment of the current market demand in the neighborhood in which the project will be located
- All necessary financing have been secured through commitment letters minus GAP funding (i.e. HOME request)
 - Support letter/Letter of interest accepted during application
 - Commitment letter **REQUIRED** for contract execution

HOME Considerations

HOME funds cannot be **committed** to a project until:
(CONTINUED)

- A budget and schedule have been established
- Environmental Review/RROF have been completed (more later)
- Construction must start within 12 months

HOME Considerations

Other HOME Requirements:

- **Davis-Bacon** (Prevailing Wage) required for 12+ HOME-assisted units
- **Environmental Review and Request for Release of Funds (RROF)** for all new construction and major rehabs
 - Some rehabs still need level of Environmental Review but may not require Release of Funds from HUD
- Projects with 5+ HOME-assisted units must:
 - Reserve at least 20% of the units to households at or below 50% AMI using HUD's LOW rent limit (rental only)
 - Enforce an affirmative marketing plan (rental & homebuyer)

HOME Considerations

HOME Considerations:

- Proof of site control or in process of obtaining site control
- Zoning and/or land use approvals
- A realistic project schedule/timeline
- Site photos, conceptual drawings, schematic designs
- Developer and Team's capacity
- Financing Application Form
 - For Rental housing – Provide a 20 year operating budget
 - For Sale housing – Provide HOME affordability analysis

Community Housing Development Organization (CHDO)

Eligible to receive 15% set-aside HOME funds

- A legally incorporated tax-exempt nonprofit organization
- An independent organization free of undue control by for-profit or governmental entities
- Accountable to the low income community it serves
- Capable of undertaking the development of affordable housing
- CHDO must act as the developer, owner or sponsor
- Special application to receive CHDO designation (must be completed per each project)

HOME RFP

FISCAL YEAR 2018 - 2019 REQUEST FOR PROPOSALS

Affordable Housing Projects

HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)

Issue Date: October 20, 2017
Closing Date: 11:59 PM, November 17, 2017



ISSUED BY: THE CITY OF JERSEY CITY
STEVEN M. FULOP, MAYOR

OFFICE OF COMMUNITY DEVELOPMENT
CARMEN GANDULLA, DIRECTOR

HOME RFP

D. RFP Scorecard



**FY 2018-19
HOME Investment Partnerships Program (HOME)
RFP Scorecard**

	PROJECT TYPE		
	Production (Rental)	Production (Homeownership)	
Project Name: _____			
Project Sponsor/Developer: _____			
Project Type: _____			
Organizational Requirements			✓
1. Organization/Business Articles of Incorporation	x	x	
2. Organization/Business By-Laws	x	x	
3. Current Board of Directors List	x	x	
4. Certificate of Good Standing	x	x	
5. System Award Management (SAM) Registration	x	x	
6. Most Recent Audited Financial Statements	x	x	
7. Most Recent Tax Return (for-profit) or Form 990 (non-profit)	x	x	
8. IRS 501(c)(3) Exemption Determination Letter (non-profit)	x	x	
Threshold Eligibility Requirements			✓
1. Eligible Project Type	x	x	
2. Site Control	x	x	
3. Zoning Conformance	x	x	
4. Application for Financing	x	x	
5. Market Study	x	x	
6. Conceptual Drawings	x	x	
7. Development Team Thresholds	x	x	
8. Financial Information for Existing Projects (If Applicable)	x	x	
9. Relocation Plan (If Applicable)	x	x	
10. Financing Interest Letters	x	x	

CRITERIA	MAXIMUM		SCORE
	Production (Rental)	Production (Homeownership)	
Underwriting Scoring			
1. Financial and Economic Feasibility	40	40	
a. Application for Financing Form	15	15	
b. Timeline	3	3	
c. Architectural Plans	2	2	
d. Financing Commitments	5	5	
e. Overall Financial and Economic Feasibility	15	15	
2. Development Team Capacity	35	30	
a. Developer/Owner Capacity and Experience	10	10	
b. General Contractor Capacity and Experience	5	5	
c. Management Agency Capacity and Experience	5	NA	
d. Architect/Construction Manager Capacity and Experience	6	5	
3. Site Selection and Design Characteristics	6	6	
4. Market Demand and Need Analysis	5	5	
Other			
1. Special Populous Housing	5	NA	
2. Family-Oriented Units	10	10	
3. Certified MBE/WBE Sponsor or Developer	2	2	
4. Income Levels Served	5	5	
5. Geographic Targeting	10	10	
6. Green Design/Energy Efficiency	3	3	
TOTAL	110	100	
TOTAL SCORE:			

HOME RFP

Organizational Requirements

- Organization/Business Articles of Incorporation
- Organization/Business By-Laws
- Current Board of Directors List
- Certificate of Good Standing
- System Award Management (SAM) Registration
- Most Recent Audited Financial Statements
- Most Recent Tax Return (for-profit) or Form 990 (non-profit)
- IRS 501(c)(3) Exemption Determination Letter (non-profit)

Threshold Requirements

- Eligible Project Type
- Site control
- Zoning Conformance
- Application for Financing Form
- Market Study
- Conceptual Drawings
- Development Team Thresholds
- Financial Information for Existing Projects
- Relocation and Anti-Displacement Strategy
- Financing Letters

HOME RFP

Capacity Scoring

- Application for Financing Form
- Timeline
- Architectural Plans
- Financial & Economic Feasibility
- Development/Owner, General Contractor, Management Agency, Architect, Construction Experience
- Site Selection and Design Characteristics
- Market Demand and Need Analysis

Prioritization Scoring

- Special Populous Housing (rental only)
- Family-Oriented Units
- MBE/WBE Sponsor or Developer
- Income Levels Served
- Geographic Targeting
- Green Design/Energy Efficiency

Affordable Housing Trust Fund

(§304-32)



Affordable Housing Trust Fund

- Affordable Housing Trust Fund (AHTF) provides municipal subsidy to for-profits, non-profits, or autonomous government agencies to fund rehabilitation, construction or preservation of existing low or moderate income affordable housing or the construction of new low or moderate income affordable housing.
- AHTF are to supplement other private or public funds needed to complete the project.
- All funds awarded to supplement other private or public funds needed to complete the project.
- Awards shall be based upon an RFQ solicited biannually in January and August, subject to availability of trust funds.

AHTF Eligible Activities

- Pre-Development (non-profits only)
- New Construction
- Rehabilitation
- Reconstruction
- Preservation
- Acquisition
- Demolition
- Relocation Costs
- Refinancing
- Capitalization of Project Reserves
- Project-Related Soft Costs

CDBG Public and Community Facilities



Overview

Introduction

Programmatic Responsibilities

- Public Facilities Regulations: Eligible and Ineligible Activities

CDBG Timeframe

- Project Delivery, Milestones Schedule, Actual and Projects

Timeliness

- Quarterly / Annual Reports
- Financial Management
- Voucher Processing
- Allowable and unallowable cost

CDBG - Public Facilities National Objective

For each CDBG-PF activity, one of the following three types of documentation must be kept:

Benefit low/ mod income persons

Prevent or eliminate slums and blight or

Meet an urgent need

Eligible Activities – Public Facilities

CDBG regulations allow the use of grant funds for a wide range of public facilities and improvements, including, but not limited to:

- Acquisition (including long term leases for periods of 15 years or more)
- Construction
- Reconstruction
- Rehabilitation (including removal of architectural barriers to accessibility)
- Installation

24 CFR 570.202 - Eligible rehabilitation and preservation activities

Ineligible Activities – Public Facilities

CDBG regulations does not allow the use of grant funds for a wide range of public service activities, including, but not limited to:

- Costs for operating or maintaining expenses
- Costs of purchasing construction equipment
- Costs of furnishings and other personal items such as uniform
- New construction of public housing

24 CFR 570.207 - Ineligible activities

Contract Requirements

- Environmental Review Clearance
- Procurement Process
- Pre-Construction Meeting
- Davis-Bacon Requirements
 - **Required for any project over \$2k**
(<https://www.hud.gov/sites/documents/4812-LRGUIDE.PDF>)
- Mortgage Lien Requirements
 - **Required for any project over \$20k**
 - **10 year restriction**

CDBG- Public Facilities Reports

- Quarterly Reports
- Financial Management
 - Voucher Processing
 - Budget Reports
 - Budget Modification Process
 - Allowable and unallowable Costs
- **Annual Report submitted prior to closeout**

CDBG-Public Facilities Additional Information

Time of Performance:

- April 1, 2017 – March 31, 2018

Expenditures:

- Sub recipients must execute a Subgrantee Agreement (Contract)
- Sub recipients are expected to submit vouchers for project expenditures in conjunction with the required reports.

Records and Reports:

- Sub recipients are expected to submit project progress reports and annual activity reports. Failure to submit reports as required may result in funding reductions or the cancelation of the funding.

CDBG-Public Facilities RFP

FISCAL YEAR 2018-2019 REQUEST FOR PROPOSALS

COMMUNITY DEVELOPMENT BLOCK GRANTS
Public & Community Facilities Projects (CDBG-PCF)

ISSUE DATE:
CLOSING DATE:



OCTOBER 20, 2017
11:59 PM November 17, 2017

ISSUED BY: THE CITY OF JERSEY CITY
STEVEN M. FULOP, MAYOR

OFFICE OF COMMUNITY DEVELOPMENT
CARMEN GANDULLA, DIRECTOR

CDBG-Public Facilities RFP Threshold Requirement

PROPOSAL THRESHOLD REQUIREMENTS:

ORGANIZATIONAL REQUIREMENTS	✓
1. Organizational/Business Articles of Incorporation	
2. Organization/Business By-Laws	
3. Current Board of Directors List	
4. Certificate of Good Standing	
5. System Award Management (SAM) Registration	
6. Most Recent Audited Financial Statements	
7. Most Recent Tax Return (for-profit) or Form 990 (non-profit)	
8. IRS 501(C)(3) Exemption Determination Letter (non-profit)	
THRESHOLD ELIGIBILITY REQUIREMENTS	
1. Eligible Project Type	
2. Low/Moderate-Income Benefit/HUD National Objective	
3. Site control	
4. Zoning	
5. Development and Operating Budget	
6. Project Timeline and Draw Schedule	
7. Appraisal	
8. Market Study	
9. Phase I	
10. Architectural Plans and Cost Estimate	
11. Green Design and Building	
12. Development Team Threshold	
13. Facility Operations Plan	
14. Relocation and Anti-Displacement Strategy	
15. Financing Letters	

Scoring Sheet

PROPOSAL THRESHOLD REQUIREMENTS:

ORGANIZATIONAL REQUIREMENTS		✓
1. Organizational/Business Articles of Incorporation		
2. Organization/Business By-Laws		
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15. Financing Letters		
UNDERWRITER SCORING		
Market Demand and Needs Analysis		15
• NEED FOR PROJECT - Type of Housing	3.75	
• General Justification for Funding: How does project fit in with Con Plan, housing strategies, etc.?	3.75	
• Why is the project needed?	3.75	
• Assess neighborhood market conditions: What supports proposed home prices (homeownership) / proposed rents (rental)? b. What supports sales within 6 months (homeownership applications) / lease up within 18 months (rental)?	3.75	
Financial and Economic Feasibility of Applicant		15
• Examine sources & uses and operating pro forma: Are costs reasonable?	5	
• Examine sources & uses and operating pro forma: Are project development costs in line with industry standards/similar projects? Project operating cost in line with industry standards/similar projects?	5	
• Examine the Capital Needs Assessment (CNA): Can the project cover capital improvements throughout the Period of Affordability? Is an additional Capital	5	

Development Team Capacity and Experience		20
• Assess capacity of developer/development team: Developers/owners with previous City experience have maintained building(s) AND provided necessary tenant information in accordance with signed agreement? Any pending lawsuits or legal charges? CAPACITY OF DEVELOPER - Developer's Ability to Engage MWBE	5	
• Assess capacity of developer/development team: Complete similar projects successfully? Any problem projects current or past? CAPACITY OF DEVELOPER - Staff Expertise	5	
• Assess capacity of developer/development team: Describe evidence developer is financially stable.	5	
• Assess capacity of developer/development team: Describe evidence developer staff is sufficient, qualified.	5	
• Assess the capacity of ongoing management: Is there evidence they are managing similar properties successfully? Any problem projects current or past?	5	
Site Selection and Design Characteristics		10
• Assess project risks: Is project likely to be completed in a timely manner? Any foreseeable obstacles to completion?	10	
Cost Reasonableness Project		10
• Examine sources & uses and operating pro forma: Debt Coverage Ratio is acceptable? Return on Investment is acceptable? Loan to value is acceptable?	2.5	
• Examine sources & uses and operating pro forma: Has adequate funding been secured? What is the status of other funding sources?	2.5	
• Examine sources & uses and operating pro forma: Describe the evidence that the project can operate sustainably through the compliance period.	2.5	
• What contingencies should be placed on funding?	2.5	
Leverage	5	
Preference for community amenities located in underserved neighborhoods	10	
Project Readiness	5	
Green Building Prioritization	5	
Preference for Longer-Term Projects	5	
TOTAL		100

CDBG-Public Facilities Monitoring and Compliance

Monitoring

Under Federal monitoring requirements of 24 CFR 570.501 (B) and with 24 CFR 84.51 and 85.40

- Jersey City is responsible for managing the day-to day operations of grant and subgrant supported activities. Jersey City must monitor at least annually; subgrant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved.
- Primary Goals of Monitoring:
 - Ensure production and accountability
 - Ensure compliance with CDBG and other Federal requirements
 - Evaluate organizational and project performance

CDBG-Public Facilities Monitoring and Compliance

- The Regulations require that the performance of each subrecipient receiving CDBG funds must be reviewed by grantees at least annually. Good practice suggests that:
 - Any entity receiving CDBG funds of an eligible project must be monitored to ensure compliance with applicable program requirements
 - Reviews that are more frequent may be appropriate based on the length and complexity of the activity being undertaken and the experience and capacity of the subrecipient.

CDBG-Public Facilities Monitoring and Compliance

Types of Monitoring:

- **Administrative and Financial Monitoring:** ensures that the grantee and Subrecipient's are administering the program properly (i.e. using funds from authorized sources, tracking funds, using proper methods of recordkeeping, managing finances appropriately)
- **Program Monitoring:** ensures the operations and management of Subrecipient's for efficiency, effectiveness, compliance, etc. This kind of monitoring focuses on overall program performance of subrecipient.
- **Project Monitoring:** ensures that projects are in compliance with CDBG and other Federal standards. This kind of monitoring focuses on the compliance of an individual project.

CDBG-Public Facilities Procurement

Under Regulations 570.502, 570.610, 85.36

Subrecipients must follow Federal procurement rules when purchasing services, supplies, materials, or equipment.

- The “essence of good procurement” can be summarized as follows:
 - Identify and clearly specify standards for the goods or services the grantee or subrecipient wants to obtain;
 - identify and clearly specify standards for the goods or services the grantee or subrecipient wants to obtain;
 - use a written agreement that clearly states the responsibilities of each party;
 - keep good records; and
 - have a quality assurance system that helps the grantee or subrecipient get what it pays for

CDBG-Public Facilities Procurement

- There are **four** methods of procurement that are identified in the federal regulations:
 - Small Purchase Procedures: Allow recipients to acquire goods and services totaling no more than **\$100,000**, without publishing a formal request for proposals or invitation for bids.
 - Sealed Bids: Sealed bids (Formal Advertising) should be used **for all construction** contracts or for goods costing more than **\$100,000**.
 - Competitive Proposals: used to purchase professional services where the total cost will exceed \$100,000. Under this procurement method, the grantee must publish a written request for submissions and then review these submissions based on established selection criteria

CDBG-Public Facilities Procurement

- Non-competitive proposals: when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and one of the following circumstances applies:
 - Where the item is available only from a single source;
 - Where a public emergency or urgent situation is such that the urgency will not permit a delay beyond the time needed to employ one or the other procurement methods; or
 - Where after solicitation of a number of sources, competition is determined inadequate.

Other Considerations

- All federal funds used for physical improvements must follow federal guidelines for bidding and construction including Davis Bacon Wage rates and State Prevailing rates
- Identify MBE/WBE and Disadvantaged businesses to bid on project and provide information to General Contractors to encourage use of Subs

Next Steps

Fiscal Year 2017 / 2018 Schedule

FY 2017 Allocation

Community Development Block Grant (CDBG)	\$5,034,144
HOME Investment Partnership (HOME)	1,354,363
Housing for Persons With AIDS (HOPWA)	2,420,486
<u>Emergency Solutions Grant (ESG)</u>	<u>457,848</u>
Total	\$9,266,841

Projected allocation subject to change

2017 Schedule

10/20	Grant Applications Available on ZoomGrants.com
11/17	Grant Applications Due
12/11/17 to 01/10/18	Public Comment Period on 2016 Action Plan
11/29 (estimated)	Second Public Hearing at Bethune Center
01/02/18	Submit Annual Action Plan to HUD
02/16/18 (estimated)	City Receives HUD Contract & Funding, Sub-recipient Agreements Signed, Projects Begin
02/28/18 (estimated)	City Council Votes on Action Plan

Schedule Subject to Change

**Public Hearing:
5-Year Consolidated Plan
& Annual Action Plan**

5-Year Consolidated Plan & Annual Action Plan

2015-2019 5-Year Consolidated Plan

Data-driven decision making is HUD's intention

- Preserve and increase affordable housing stock
- Housing/services for persons who are homeless
- Provide public services
- Improve public facilities and infrastructure improvements
- Provide housing and services for persons living with HIV/AIDS and their families
- Support Economic Development
- Planning and Administration

2017 Annual Action Plan

- Implements the goals established in the Five Year Plan
- Establishes the budget for funding

Contact Us



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Sign up for DCD Program
Announcements at

<https://goo.gl/myaBcU>