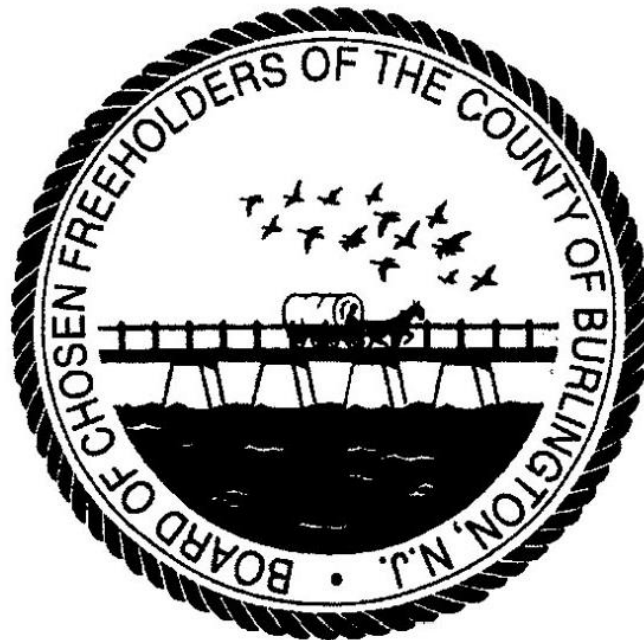


CONSOLIDATED ANNUAL PLAN

FISCAL YEAR 2017

Community Development and Housing Programs

Burlington County, New Jersey



Prepared for the Board of Chosen Freeholders

by

Community Development and Housing

Substantial amendments to the 2017 annual Action Plan include: A. Delete activity: Evesham Township Architectural barrier removal: 1) Installation of accessible door at entrance to township library; 2) installation of accessible pathway for residents of disabled, low income housing community. B. Add activity: Evesham Township: Replacement of underdrain along Meadow Lane. C. Delete activity: Delanco Township: Architectural barrier removal: 1) Installation of ADA compliant handicapped ramps at various intersections; 2) Sidewalk replacement at senior housing complex. D. Add Activity: Delanco Township: Architectural barrier removal at senior housing complex

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Fiscal Year 2017 Annual Action Plan represents the third year of Burlington County's Consolidated Plan for the Fiscal Years 2015-2019 as approved by the Burlington County Board of Chosen Freeholders and approved by HUD. The Annual Action Plan serves as Burlington County's application for Community Development Block Grant Program and HOME Investment Partnerships Program entitlement grants and identifies the proposed programs and projects to be funded during Burlington County's Fiscal 2017 Year.

The primary objectives of the Community Development Block Grant Program (CDBG) is the development of the urban county by establishing and maintain a suitable living environment, providing decent housing, and expanding economic opportunities particularly for moderate-, low- and extremely low-income residents.

The HOME Investment Partnerships Program (HOME) is dedicated to increasing the availability and accessibility to affordable housing for low income households through the development of affordable housing and assistance to first time homebuyers.

The 2017 Annual Action Plan identifies how Burlington County proposes to utilize the funds allocated in the 2017 to address its community development, housing, and public services goals and priorities as described in the Consolidated Plan. The Burlington County Community Development and Housing Division administers both the CDBG and HOME Programs.

The Annual Action Plan is intended to coordinate the County's Community Development activities with those of other public agencies, private non-profit affordable housing providers, and non-housing providers and establishes a unified, coordinated vision for Community Development actions.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Annual Action Plan outlines major priority needs based on the Needs Assessment and Market Analysis. These include:

- Public Facilities and Improvements - Support the use of CDBG funding for public facilities and improvements. This includes, but is not limited to, road improvements, removal of architectural barriers at public facilities, and water/sewer improvements.
- Public Services - Non Homeless and Homeless - Support the use of CDBG Public Service funds for activities that benefit and address the issues of housing, homelessness, and homeless prevention, transportation for seniors and disabled, and supportive services that provide long term meaningful change for their participants through education and training.
- Housing Rehabilitation and Emergency Assistance – Provide housing rehabilitation assistance for low /income homeowners living in substandard housing and provide assistance that addresses emergency housing issues affecting immediate health and safety for low/moderate income homeowners.
- Affordable Housing – Increase and improve housing affordability through the development and/or rehabilitation of new rental and/or homeowner affordable housing and assistance to first time homebuyers.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Burlington County Community Development and Housing establishes its goals and activities intended to address identified community needs and gaps in services as established during its citizen participation and local consultation process. Activities and projects which are consistent with the goals and objectives of the Consolidated Plan are chosen according to community needs and along with an evaluation of past performance and implementation capacity of grant/loan recipients.

Burlington County Community Development and Housing has submitted its Consolidated Annual Performance and Evaluation Report (CAPER) for the years 2010, 2011, 2012, 2013, 2014. The CAPER evaluates and provides details on performance for those individual years and of the Five Year

Consolidated Plan 2010-2014. The 2015 CAPER was submitted and both evaluated and provided details on the performance in relation to the 2015-2019 Five Year Consolidated Plan. Burlington County has, for the most part, been successful at meeting its stated goals and objectives.

Although Burlington County experienced not insignificant cuts to both its CDBG and HOME grant funding which somewhat impacted its ability to reach some of its goals, leveraging of other funding sources enabled the mostly successful achievement of the goals set forth in the previous Five Year Consolidated Plan and in the current Plan.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

To engage the public at large in the initial consultation process, the County held a public hearing during the early stages of the Plan's development (October 20, 2016). The public hearing is designed to solicit comments regarding funding goals and objectives in addition to specific activities that might be considered for funding.

As part of the application process, each municipality is required to advertise its intention to submit an application for CDBG funds and hold a public hearing to solicit opinions from their residents.

Applications are reviewed by staff for eligibility/appropriateness in meeting the identified needs. Funding recommendations are made first to the Executive Committee elected by the Community Development General Advisory Committee and then to the Community Development General Advisory Committee. The General Advisory Committee reviews the staff recommendations and makes a formal recommendation to the County Board of Chosen Freeholders.

The Freeholders review the recommendations and either adopt, modify or reject the recommendations. Upon adoption by the Board of Chosen Freeholders, the recommendations are used to develop the annual action plan which is submitted to HUD for final approval.

Additional public hearings are held to solicit comments on the Annual Plan draft prior to adoption by the Board of Chosen Freeholders (March 30, 2017 and April 26, 2017). To make the opportunity to be heard accessible to the greatest number of people, the draft plan was placed on the County's website and a hearing took place during the evening in the Human Services Facility, which is handicap accessible. Advance notice was published in the Burlington County Times, Burlington County's official newspaper. Written comments were also invited. The announced purpose of the hearing was to obtain views, opinions and information to be considered in developing the Consolidated Plan. Assistance was offered to those with language barriers or disabilities.

When the draft Plan was completed it was made available for public review for a 30-day period from March 13 to April 13, 2017. A notice of the Plan's availability for review and comment, including a brief summary of the Plan and specified locations where it could be reviewed, was published in the Burlington County Times.

A public hearing was held during the 30-day comment period to afford opportunity for comment on the draft Plan and a second public hearing was held by the Board of Chosen Freeholders prior to their adopting the Consolidated Plan.

The Draft 2017 Annual Plan provided for Public comment utilized the funding allocation amount as unchanged from Program Year 2016. The actual funding allocation differed slightly from the amount utilized in the original Draft 2017 Annual Plan, although the amounts allocated to the activities did not differ, with the exception of funds allocated to Administration activities and a Public Service activity. The amount of prior year funds utilized for the 2017 Plan was decreased.

The amended Draft 2017 Annual Plan was posted on the County's website and a notice of the Plan's availability for review and comment, including a brief summary of the Plan and specified locations where it could be reviewed, was published in the Burlington County Times on June 27, 2017 and allowed for a 15-day comment period.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The sole public comment was received at the Public Hearing held during a Board of Chosen Freeholders meeting on April 2, 2017. The comment can be summarized as follows:

During the Public Hearing held during Board of Chosen Freeholders meeting on April 26, 2017, Kent Pipes, President, Affordable Homes Group stated that he believed that the 2017 Annual Plan did not serve the homeless adequately and did not follow Burlington County's 10-Year Plan to End Homelessness. Mr. Pipes stated that he was a member of a non-profit group that had submitted an innovative project to be considered for micro housing independent living for long term permanent housing. The non-profit had applied for \$60,000 to purchase the potential site.

Mr. Pipes stated that without aggressive planning and risk, nothing would happen. A board member of the non-profit had donated \$20,000 from his mother's estate, as had Mr. Pipes himself. The proposed activity was not approved for funding under the Community Development Block Grant Program. Mr. Pipes admitted that land use approval by the municipality had not been granted.

6. Summary of comments or views not accepted and the reasons for not accepting them

The decision to not fund the project submitted by the non-profit agency referred to by Mr. Pipes was not funded for several reasons as follows:

1. Property to be acquired is not zoned for the proposed purpose. Township on record as opposed to the change in zoning, resulting in possible lengthy process.
2. Funding required to complete the property purchase and establish micro housing campus contingent on receiving low-income housing tax credits. An evaluation of the tax credit application requirements appears to not favor a successful result. Funding under CDBG would have been insufficient to the project's success.

7. Summary

The Burlington County Community Development office has created many opportunities for public participation and/or comment in the development of the 2017 Annual Plan. It is, however, disappointing that greater participation in the process is not evidenced.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	BURLINGTON COUNTY	Community Development and Housing
HOME Administrator	BURLINGTON COUNTY	Community Development and Housing

Table 1 – Responsible Agencies

Narrative (optional)

Consolidated Plan Public Contact Information

Karen Trommelen, Division Head

Burlington County Community Development and Housing

PO Box 6000, Mt. Holly, NJ 0060

(609) 265-5072

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

Burlington County conducted significant consultation with citizens, municipal officials, nonprofit agencies, public housing agencies, private developers, governmental agencies, and the Continuum of Care in preparing this plan. The County held a kickoff meeting and two public meetings while developing this Plan. Additionally, a survey was widely distributed to the community to assist in determining priorities to be addressed during the five year period of the Plan.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The Division of Community Development and Housing in conjunction with staff from the County Human Services department, leads the Burlington County Continuum of Care (CoC) and facilitates the process for the CoC and provides direction on planning and policy issues that impact the homeless population. The CoC is comprised of public and assisted housing providers, private and governmental health, mental health and service agencies providing services in Burlington County. This collaboration enables Burlington County to provide human services to the homeless and identify and address gaps in services across the County. Additionally, Burlington County undertook consultation with citizens, municipal officials, nonprofit agencies, public housing agencies, private developers, and other governmental agencies in preparing this plan through public meetings and discussions.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Human Services Dept staff, which includes Community Development personnel, leads the Continuum of Care (CoC) providing direction on planning and policy issues that impact the homeless population and assist local applicants in the development of applications for Super NOFA funding designed to serve the homeless and special needs populations. The CoC is comprised of over 20 public and assisted housing providers, private and governmental health, mental health and service agencies providing services in Burlington County.

To better integrate Services, the County Human Services Department has systems in place for evaluating homeless services coordination, and coordination with the mental health and other institutional discharge planning. These take place through committees of the Mental Health Board, including the System Review Committee, the Jail Diversion Team, and the Crisis Intervention Team (CIT) initiatives.

The commitment to working toward shared planning of these groups is anticipated to streamline the funding that is received for mental health, drug and alcohol, and homeless services to work toward the goal of ending homelessness. The CIT program is a collaboration with local law enforcement staff to train personnel on recognizing mental health issues in the course of their work and responding with appropriate treatment and placement resources throughout the continuum. Further changes include joint collaborative meetings of community partners from the Drug and Alcohol planning, mental health board, and homeless planning groups. System Restructuring and Data Monitoring goals are being carried out through the development of new bed and service capacity. The goal is to establish immediate placement beds strategically located throughout the county, to serve as points of entry for specific populations that are in need of housing.

Initiatives include an on-going assessment of the HMIS to improve data by tracking and monitoring performance and enhancing access, collaboration with mental health planning partners, residential health care facilities, transportation assessment, and system-wide coordination restructuring the CoC into a performance management and oversight group.

The County homeless strategy is coordinated through the CoC and is made up of several private non-profit organizations that directly contract with HUD for Continuum of Care funding. Outreach, intake, and assessment includes services designed to identify those in need of services and shelter, to gather basic client information, and to achieve a comprehensive view of the client's situation and to facilitate client access to all appropriate community services. A pilot Coordinated Assessment tool developed by members of the CoC is nearing system-wide launch.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The County of Burlington has not received ESG funding in decades and is not expected to receive those funds in the future.

The CoC collaborates with the New Jersey Housing and Mortgage Finance Agency (HMFA) for the management of services using HMIS. HMFA, the State Department of Community Affairs (DCA), and the Departments of Human Services and Children and Families also coordinate planning for service funding to individuals with disabilities and homeless youth. Through the efforts of the New Jersey Coalition to End Homelessness, the Association of State Human Services Directors, and the County Welfare

Association Directors, leaders of the Burlington County teams are informed of and informing state representatives of opportunities for improved coordination.

The CoC works closely with the HMIS lead agency to assess data quality, The HMIS staff regional coordinator meets with the CoC monthly and attends all of the CoC meetings. The HMIS staff works in collaborations with the CoC staff in reviewing agency reports whenever needed in addition to these monthly meetings. Training is offered quarterly. When data quality issues are a concern for an agency, the agency is notified in writing by our HMIS lead agency and the CoC staff person is copied, follow up training is then scheduled to remediate the problem. Community Development staff have initiated a mandatory monthly HMIS Data Quality meetings to assist and ensure that HMIS data quality continues to improve and reflect the level and quality of assistance provided by CoC member agencies. Additionally, staff attends training provided by the HMIS provider in order to keep abreast of policy and/or procedural updates.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	CATHOLIC CHARITIES - DIOCESE OF TRENTON
	Agency/Group/Organization Type	Services-Victims of Domestic Violence
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Organization was consulted through CoC discussions and participation in the areas of needs assessment and homeless strategy relating to those who are homeless as victims of domestic violence. A broader understanding of those needs is expected to lead to creating greater housing opportunities.
2	Agency/Group/Organization	CATHOLIC CHARITIES EMERGENCY SERVICES
	Agency/Group/Organization Type	Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Organization was consulted through CoC discussions in the areas of needs assessment and homeless strategy relating to those facing homelessness. A broader understanding of those needs had led to joint participation in the rapid re-housing program and creating greater housing opportunities
3	Agency/Group/Organization	Burlington County Board of Social Services
	Agency/Group/Organization Type	PHA

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Organization was consulted through CoC discussions, bi-weekly meetings in the areas of needs assessment and homeless strategy relating to those facing homelessness. A broader understanding of those needs is expected to lead to creating a new homeless strategy that is focused on rapid re-housing
4	Agency/Group/Organization	BURLINGTON COUNTY CAP
	Agency/Group/Organization Type	Housing Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Organization was consulted through CoC discussions in the areas of needs assessment and homeless strategy relating to those facing homelessness. As the Community Action agency, a better coordination of service is expected to lead to creating greater housing opportunities.
5	Agency/Group/Organization	Burlington County Continuum of Care
	Agency/Group/Organization Type	Planning organization Continuum of Care

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Organization was consulted through group discussions in the areas of needs assessment and homeless strategy relating to those facing homelessness. A broader understanding of those needs is expected to lead to creating increased housing opportunities, better coordination of services and strategies.
6	Agency/Group/Organization	CONTACT of Burlington County
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Victims of Domestic Violence Services-homeless Service-Fair Housing Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Organization was consulted to discuss issues relating to needs assessment and homeless strategy relating to those facing homelessness. A broader understanding of those needs is expected to lead to creating greater housing opportunities.

7	Agency/Group/Organization	MOORESTOWN ECUMENICAL NEIGHBORHOOD DEVELOPMENT (MEND)
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Non-profit CHDO consulted as member representative of General Advisory committee providing input on housing issues relating to individuals and families in the region, especially those affecting elderly and market conditions.
8	Agency/Group/Organization	BURLINGTON COUNTY OFFICE ON AGING
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	County Aging Department was consulted to discuss issues relating to needs assessment and homeless strategy relating to senior citizen population and their needs as a member of the General Advisory Committee. A broader understanding of those needs is expected to lead to creating greater understanding of elderly priorities.
9	Agency/Group/Organization	Burlington County Veterans Affairs
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Veterans
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	County department was consulted for needs assessment and homeless strategy. A greater understating of veterans needs is expected.

10	Agency/Group/Organization	Servicios Latinos
	Agency/Group/Organization Type	Services to Spanish speaking population
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Minority housing
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Organization was consulted to discuss issues relating to needs assessment and homeless strategy related tho those facing homelessness in the Hispanic community through participation in the CoC. A broader understanding of those needs is expected to lead to creating greater housing opportunities for minority populations.
11	Agency/Group/Organization	Habitat for Humanity Burlington County
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Discussions with housing agency devoted to providing homeownership opportunities to low- and moderate- income households consulted for market analysis and housing needs assessment. Discussions intended to lead towards understanding homeownership issues.
12	Agency/Group/Organization	Monarch Houisng Associates
	Agency/Group/Organization Type	Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency integral in annual Point-in-Time count for Burlington County and provided analysis on homelessness within the county
13	Agency/Group/Organization	Burlington County Health Department
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	County department was consulted to discuss issues relating to no-homeless special needs and lead-base paint issues. A broader understanding of those needs is expected to lead to developing programs and actions that contribute to healthy communities.
14	Agency/Group/Organization	Burlington City Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Local Housing Authority consulted to discuss status of public housing facilities and future plans. Better coordination of service is expected
15	Agency/Group/Organization	Beverly City Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Local Housing Authority consulted to discuss status of public housing facilities and future plans. Better coordination of service is expected

16	Agency/Group/Organization	Florence Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Local Housing Authority consulted to discuss status of public housing facilities and future plans. Better coordination of service is expected
17	Agency/Group/Organization	Christian Caring Center
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Non-profit agency consulted for needs assessment and homeless strategy, particularly with the rural homeless. A better understanding of the issues and services that can provided facing both rural and suburban homeless is expected
18	Agency/Group/Organization	Burlington County Mental Health Board
	Agency/Group/Organization Type	Services-Health Planning organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homelessness Strategy Non-Homeless Special Needs Speical needs - mental health

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in regularly scheduled meeting of Mental Health Board to discuss issues relating to special needs population in the County. Coordination among various boards, county departments, and private providers is expected
19	Agency/Group/Organization	St Vincent de Paul
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Veterans
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Non-profit, religious based organization consulted to discuss issues with which their organization addresses on daily basis to assist in needs assessment
20	Agency/Group/Organization	Burlington County General Advisory Committee
	Agency/Group/Organization Type	Other government - Local Planning organization Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Community Development - non housing
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	General Advisory Committee comprised of representatives from all municipalities in Burlington County, Joint Base McGuire-Dix-Lakehurst, and 17 Freeholder appointments from the housing industry, financial institutions, real estate, community action organization, and citizens at large. Provides consultation and approval of actions to be included in Annual Plan

21	Agency/Group/Organization	Oaks Integrated Care Services (formerly Twin Oaks)
	Agency/Group/Organization Type	Services - Housing Services-Persons with Disabilities Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Non-profit agency consulted to discuss issues relating to special needs population in the County. Better coordination of service is expected
22	Agency/Group/Organization	Legacy Treatment Services
	Agency/Group/Organization Type	Services - Housing Services-Persons with Disabilities Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Non-profit agency consulted to discuss issues relating to special needs population in the County. Better coordination of service is expected
23	Agency/Group/Organization	United Way of Greater Philadelphia and Sounthern New Jersey
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs

<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Community Development staff serve on impact council for housing leading to a diverse information exchange on the needs in the area</p>
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Identify any Agency Types not consulted and provide rationale for not consulting

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Burlington County Human Services Department	Homelessness prevention and rapid re-housing goals, strategies, and actions to be taken

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

To engage the public at large in the consultation process, Burlington County sponsored public hearings were conducted. During the early stages of the Plan's development (October 20, 2016), a public hearing was held. To make the opportunity to be heard accessible to the greatest number of people, the draft plan was placed on the County's website and two additional public hearings (March 30, 2017, April 26, 2017) took place during the evening in the Human Services facility and during the Public Meeting session of the regularly scheduled Freeholder Board meeting during the 30 day comment period and prior to their adopting the Annual Plan. A notice of the Plan's availability for review and comment, including a brief summary of the Plan and specified locations where it could be reviewed, was published in the Burlington County Times. All Public meetings were held in handicapped accessible facilities. Public meetings were also held at the municipal level by those municipalities submitting proposals for the 2017 Program Year as a requirement of their application.

With the change in the funding allocation amount and an amended 2017 Annual Plan, an additional 14-day comment period was announced by advertisement in the Burlington County Times on June 27, 2017.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community		No comments received	No action required	
2	Internet Outreach	Non-targeted/broad community		No comments received	No action required	http://www.co.burlington.nj.us/DocumentCenter

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
3	Public Hearing	Non-targeted/broad community	Representatives from three (3) municipalities and three (3) social service agencies were attendance	No comments were received	No action required	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Hearing	Non-targeted/broad community	No one in attendance	No comments received	No action required	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
				<p data-bbox="940 1419 1159 1474" style="text-align: center;">Annual Action Plan 2017</p>	<p data-bbox="1591 487 1692 1617">The decision to not fund the project submitted by the non-profit agency referred to by Mr. Pipes was not funded for several reasons as²⁵ follows: :1. Property to be</p>	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
6	Newspaper Ad	Non-targeted/broad community		No comments received	No action required	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

While it is true that expected resources do not always materialize, planning financial resources for the 2017 Program Year requires Burlington County to review past funding resources and explore new funding opportunities. There are several sources of funds that have consistently or historically been leverage to accomplish goals and objectives under the five year consolidated plan and the 2017 annual action plan.

The following table provides the anticipated resources that Burlington County anticipates having available during the 2017 Program Year and remaining anticipated funding for the 2018, and 2019 Program Years. Please note that \$86,668 in HOME funds will be provided to CHDO(s) to created affordable rental housing.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,216,919	200,000	472,464	1,889,383	3,096,386	Municipalities receiving funds must pay for architectural/engineering and many couple state funds to ensure project is adequately funded. Non-profits receive funds from state,grants, private donations, and casino revenue
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	577,788	50,000	0	627,788	948,841	First time homebuyers are required to contribute at least 3% of the purchase price. Affordable housing developers combine the use of LIHTC, municipal contributions, deferred developer fees, and other loan vehicles

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Competitive McKinney-Vento Homeless Assistance Act	public - federal	Other	575,000	0	0	575,000	0	
General Fund	public - local	Housing	70,000	0	0	70,000	0	
LIHTC	private	Housing Multifamily rental new construction Multifamily rental rehab	26,987,614	0	0	26,987,614	0	
Section 8	public - federal	Housing Other	0	0	0	0	0	
Other	private	Public Services Other	983,445	0	0	983,445	0	
Other	public - federal	Housing Other	113,790	0	0	113,790	0	
Other	public - state	Housing	941,800	0	0	941,800	0	
Other	public - state	Housing Other	372,277	0	0	372,277	0	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - local	Public Improvements	269,367	0	0	269,367	0	

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

In addition to the funds enumerated above that have often times been leveraged as a result of the availability of federal funds, CDBG, and HOME funds are intended to leverage other funding sources. The CDBG grants are sub-granted to municipalities and requires that each municipality provide some funding for their individual activity by at the least, providing the funding to cover engineering/architectural fees. The non-profit agencies receiving the limited funding all secure additional funding from state, federal, and local programs. The Burlington County First Time Homebuyers Program requires that each first time homebuyer contribute a minimum of 3% of their own funds towards the purchase of the home. The HOME developer program mandates that each activity funded meet the minimum threshold of 25% match; however, in most cases, Burlington County's HOME loan is a minor, but necessary part of the total funding package. The match contributions are in the form of land donations, deferral of taxes and fees, case investments, and private and state or local sources, and below market rate loans.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Discussion

All recipients for assistance under the Community Development Block Grant Program and the HOME Investment Partnerships Program are expected to share the burden of costs for their respective activities. The funding sources utilized to support that cost share come from a variety of local, state, federal, and private sources.

Private financial institutions are essential resources for housing developments. The Federal Home Loan Bank of New York, Thrift Institutions Community Investment corp of NJ (TICIC), Casinoo Reinvestmet Development Authority (CRDA), and Community Loan Funds of New Jersey have invested in housin development activites undertaken by developers in Burlington County in previous years. It is expected that developers and businesses applying for assistance using CDBG and HOME funding will also seek funds from these institutions and from local financial institutions.

To meeting Community Reinvestment Act (CRA) requirements, local financial institutions make low interest rate opportunities available to low income homebuyers. Reduced interest rates and grants are also made available through CRA programs to assist disabled people with handicap modifications to their dwelling units. Opportunities for these funding sources have greatly diminished.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable homeowner housing - homebuyer	2015	2019	Affordable Housing		First time homebuyer assistance	HOME: \$151,248	Direct Financial Assistance to Homebuyers: 17 Households Assisted
2	Housing rehabilitation	2015	2019	Affordable Housing		Rehabilitation of owner-occupied homes	CDBG: \$120,000	Homeowner Housing Rehabilitated: 10 Household Housing Unit
3	Affordable rental housing creation	2015	2019	Affordable Housing Homeless Non-Homeless Special Needs		Construction of affordable rental housing Rehabilitation of affordable rental housing	HOME: \$418,761 LIHTC: \$26,987,614	Rental units constructed: 132 Household Housing Unit
4	Housing counseling	2015	2019	Affordable Housing		Homelessness assistance and prevention services	CDBG: \$15,000 Social Services Block Grant: \$43,790	Homelessness Prevention: 200 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Emergency shelter for victims of domestic violence	2015	2019	Homeless		Emergency shelter for victims of domestic violence	CDBG: \$30,000 Community Service Block Grant: \$337,000 FEMA: \$10,000 Social Services Block Grant: \$337,500 Social Services for the Homeless: \$35,790	Homeless Person Overnight Shelter: 150 Persons Assisted
6	Emergency services hotline	2015	2019	Homeless		Homelessness assistance and prevention services	CDBG: \$30,000 FEMA: \$8,000 Social Services Block Grant: \$115,000 Social Services for the Homeless: \$14,000	Homeless Person Overnight Shelter: 580 Persons Assisted Homelessness Prevention: 2200 Persons Assisted
7	Infrastructure improvements	2015	2019	Non-Housing Community Development		Infrastructure improvements	CDBG: \$742,000 Municipal funds: \$402,572	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 10600 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
8	Public facility improvements	2015	2019	Non-Housing Community Development		Public facility improvements	CDBG: \$244,000 Municipal funds: \$121,960	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 6171 Persons Assisted
9	Transportation services	2015	2019	Non-Housing Community Development		Special needs transportation services	CDBG: \$135,000 Casino revenue: \$983,445	Public service activities other than Low/Moderate Income Housing Benefit: 150 Persons Assisted
10	Homelessness prevention and rapid re-housing	2015	2019	Homeless		Homelessness assistance and prevention services	General Fund: \$70,000 Social Services for the Homeless: \$1,300,000	Homelessness Prevention: 350 Persons Assisted
11	Emergency home repair	2015	2019	Affordable Housing		Rehabilitation of owner-occupied homes	CDBG: \$45,000	Homeowner Housing Rehabilitated: 21 Household Housing Unit
12	Emergency heater replacement	2015	2019	Affordable Housing		Rehabilitation of owner-occupied homes	CDBG: \$45,000	Homeowner Housing Rehabilitated: 10 Household Housing Unit
13	Administration - CDBG	2015	2019	Non-Housing Community Development		Administration of CDBG Program	CDBG: \$283,383	Other: 1 Other
14	Administration - HOME	2015	2019	Affordable Housing		Administration of HOME Program	HOME: \$57,779	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Affordable homeowner housing - homebuyer
	Goal Description	
2	Goal Name	Housing rehabilitation
	Goal Description	
3	Goal Name	Affordable rental housing creation
	Goal Description	
4	Goal Name	Housing counseling
	Goal Description	
5	Goal Name	Emergency shelter for victims of domestic violence
	Goal Description	
6	Goal Name	Emergency services hotline
	Goal Description	
7	Goal Name	Infrastructure improvements
	Goal Description	
8	Goal Name	Public facility improvements
	Goal Description	
9	Goal Name	Transportation services
	Goal Description	

10	Goal Name	Homelessness prevention and rapid re-housing
	Goal Description	
11	Goal Name	Emergency home repair
	Goal Description	
12	Goal Name	Emergency heater replacement
	Goal Description	
13	Goal Name	Administration - CDBG
	Goal Description	
14	Goal Name	Administration - HOME
	Goal Description	

Projects

AP-35 Projects – 91.220(d)

Introduction

The process for developing the Program Year 2017 Annual Plan included the solicitation of comments early in the process, review of applications submitted by Community development staff and review and approval by the General Advisory Committee, public hearings to solicit comments on the plan, and review and approval by the Burlington Board of Chosen Freeholders

Projects

#	Project Name
1	Bordentown City
2	Bordentown Township
3	Burlington Township
4	Cinnaminson Township
5	Delanco Township
6	Delran Township
7	Edgewater Park Township
8	Evesham Township
9	Forence Township
10	Hainesport Township
11	Lumberton Township
12	Medford Township
13	Catholic Charities Emergency Services
14	Providence House/Catholic Charities
15	SEN-HAN Transportation
16	Clarifi
17	Evesham Section 811 Housing Corporation
18	Home Improvement Loan Program
19	Emergency Heater Replacement Program
20	Emergency Home Repair
21	Rehabilitation Services
22	Housing Services
23	Administration - CDBG
24	Administration - HOME Program
25	Homelessness prevention and rapid re-housing
26	First Time Homebuyer Program

#	Project Name
27	Affordable rental housing creation

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

AP-38 Project Summary
Project Summary Information

1	Project Name	Bordentown City
	Target Area	
	Goals Supported	Public facility improvements
	Needs Addressed	Public facility improvements
	Funding	CDBG: \$78,000 Municipal funds: \$20,000
	Description	Architectural barrier removal: Installation of elevator at Old City Hall, a public meeting place and other accessible modifications
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
2	Project Name	Bordentown Township
	Target Area	
	Goals Supported	Infrastructure improvements
	Needs Addressed	Infrastructure improvements Public facility improvements
	Funding	CDBG: \$78,000 Municipal funds: \$35,035
	Description	Architectural barrier removal: installation of handicapped curb ramps at municipal complex and in the Bossert neighborhood
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
3	Project Name	Burlington Township
	Target Area	

	Goals Supported	Infrastructure improvements
	Needs Addressed	Infrastructure improvements
	Funding	CDBG: \$78,000
	Description	Microsurfacing overlay of Pinewald Lane, Center Ave, and a portion of Langdon Rd
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
4	Project Name	Cinnaminson Township
	Target Area	
	Goals Supported	Infrastructure improvements
	Needs Addressed	Infrastructure improvements
	Funding	CDBG: \$78,000
	Description	Architectural barrier removal: installation of ADA compliant curb ramps at various intersections
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
5	Project Name	Delanco Township
	Target Area	
	Goals Supported	Infrastructure improvements
	Needs Addressed	Infrastructure improvements
	Funding	CDBG: \$78,000

	Description	Architectural barrier removal: sidewalk replacement at senior housing complex
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
6	Project Name	Delran Township
	Target Area	
	Goals Supported	Infrastructure improvements
	Needs Addressed	Infrastructure improvements
	Funding	CDBG: \$78,000 Municipal funds: \$17,200
	Description	Resurfacing of Pheasant Rd and a portion of Manor Rd.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
7	Project Name	Edgewater Park Township
	Target Area	
	Goals Supported	Infrastructure improvements
	Needs Addressed	Infrastructure improvements
	Funding	CDBG: \$78,000 Municipal funds: \$125,912
	Description	Stabilization and expansion of silver Park West drainage basin
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
8	Project Name	Evesham Township
	Target Area	
	Goals Supported	Infrastructure improvements Public facility improvements
	Needs Addressed	Infrastructure improvements Public facility improvements
	Funding	CDBG: \$78,000 Municipal funds: \$3,220
	Description	Replacement of underdrain along Meadow Lane
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
9	Project Name	Forence Township
	Target Area	
	Goals Supported	Public facility improvements
	Needs Addressed	Public facility improvements
	Funding	CDBG: \$78,000
	Description	Architectural barrier removal: renovations of existing bathrooms, entryway, and parking area to make handicapped accessible
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
10	Project Name	Hainesport Township
	Target Area	
	Goals Supported	Infrastructure improvements
	Needs Addressed	Infrastructure improvements
	Funding	CDBG: \$78,000
	Description	Sidewalk and curb replacement/installation on Edwin, Albert, and Washington Sts.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
11	Project Name	Lumberton Township
	Target Area	
	Goals Supported	Public facility improvements
	Needs Addressed	Public facility improvements
	Funding	CDBG: \$78,000
	Description	Barrier removal: ADA improvements at Village Green Park, Phase IV
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	

12	Project Name	Medford Township
	Target Area	
	Goals Supported	Infrastructure improvements
	Needs Addressed	Infrastructure improvements
	Funding	CDBG: \$78,000
	Description	Architectural and material barrier removal: installation of ADA compliant ramps and pathways from Senior Center to neighborhood park
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
13	Project Name	Catholic Charities Emergency Services
	Target Area	
	Goals Supported	Emergency services hotline
	Needs Addressed	Homelessness assistance and prevention services
	Funding	CDBG: \$30,000 Social Services Block Grant: \$167,443 Social Services for the Homeless: \$79,414
	Description	Costs associated with operation of 24 hour emergency housing hotline
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
14	Project Name	Providence House/Catholic Charities
	Target Area	

	Goals Supported	Emergency shelter for victims of domestic violence
	Needs Addressed	Emergency shelter for victims of domestic violence
	Funding	CDBG: \$30,000 Community Service Block Grant: \$458,784 Social Services Block Grant: \$232,573
	Description	Provide emergency housing for victims of domestic violence and their children
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
15	Project Name	SEN-HAN Transportation
	Target Area	
	Goals Supported	Transportation services
	Needs Addressed	Special needs transportation services
	Funding	CDBG: \$135,000 Casino revenue: \$983,445
	Description	Provide special transportation services for senior citizens and disabled residents of Burlington County
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
16	Project Name	Clarifi
	Target Area	
	Goals Supported	Housing counseling Homelessness prevention and rapid re-housing

	Needs Addressed	Homelessness assistance and prevention services
	Funding	CDBG: \$15,000 Community Service Block Grant: \$20,000 FEMA: \$23,790
	Description	Provide foreclosure prevention housing counseling to individuals in crisis
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
17	Project Name	Evesham Section 811 Housing Corporation
	Target Area	
	Goals Supported	Infrastructure improvements
	Needs Addressed	Infrastructure improvements
	Funding	CDBG: \$50,000 Municipal funds: \$68,000
	Description	Barrier removal: construction of pedestrian accessible pathway for residents of disabled housing community
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Evesham Section 811
18	Project Name	Home Improvement Loan Program
	Target Area	
	Goals Supported	Housing rehabilitation
	Needs Addressed	Rehabilitation of owner-occupied homes
	Funding	CDBG: \$120,000

	Description	Provide up to \$20,000 deferred payment loan to homeowners to correct substandard conditions in their owner occupied (not income producing) homes
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
19	Project Name	Emergency Heater Replacement Program
	Target Area	
	Goals Supported	Emergency heater replacement
	Needs Addressed	Rehabilitation of owner-occupied homes
	Funding	CDBG: \$45,000
	Description	Replacement of heating systems of owner occupied dwellings with energy efficient systems
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
20	Project Name	Emergency Home Repair
	Target Area	
	Goals Supported	Emergency home repair
	Needs Addressed	Rehabilitation of owner-occupied homes
	Funding	CDBG: \$45,000
	Description	Correct conditions in owner-occupied homes that pose immediate threat to health or safety of occupants. Repairs are available to low and moderate income, owner occupied (not income producing) dwellings located in participating municipalities

	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
21	Project Name	Rehabilitation Services
	Target Area	
	Goals Supported	Housing rehabilitation Emergency home repair Emergency heater replacement
	Needs Addressed	Rehabilitation of owner-occupied homes
	Funding	CDBG: \$100,000
	Description	Services related to the Home Improvement Loan Program, Emergency Home Repair, and emergency Heater Replacement Programs
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
22	Project Name	Housing Services
	Target Area	
	Goals Supported	Affordable homeowner housing - homebuyer Affordable rental housing creation
	Needs Addressed	Construction of affordable rental housing Rehabilitation of affordable rental housing First time homebuyer assistance
	Funding	CDBG: \$100,000

	Description	Services in support of affordable housing projects assisted by the HOME Program. Services are related to assisting owner, tenants, contractors, and other entities participating or wishing to participate in the HOME Program
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
23	Project Name	Administration - CDBG
	Target Area	
	Goals Supported	Administration - CDBG
	Needs Addressed	Administration of CDBG Program
	Funding	CDBG: \$283,383
	Description	Costs related to continuing administration of the CDBG Program
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
24	Project Name	Administration - HOME Program
	Target Area	
	Goals Supported	Administration - HOME
	Needs Addressed	Administration of HOME Program
	Funding	HOME: \$57,779
	Description	Costs related to continuing administration of the HOME Investment Partnerships Program
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
25	Project Name	Homelessness prevention and rapid re-housing
	Target Area	
	Goals Supported	Homelessness prevention and rapid re-housing
	Needs Addressed	Homelessness assistance and prevention services
	Funding	Competitive McKinney-Vento Homeless Assistance Act: \$575,000 General Fund: \$70,000 Community Service Block Grant: \$63,000 FEMA: \$90,000 Social Services for the Homeless: \$292,863
	Description	Establish sheltering options that will transition into permanent housing and reduce reliance on motels including intensive case management
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
26	Project Name	First Time Homebuyer Program
	Target Area	
	Goals Supported	Affordable homeowner housing - homebuyer
	Needs Addressed	First time homebuyer assistance
	Funding	HOME: \$151,248
	Description	Provide assistance to low and moderate income first time homebuyers for the purchase of their first home by providing closing cost assistance and down payment assistance
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
27	Project Name	Affordable rental housing creation
	Target Area	
	Goals Supported	Housing rehabilitation Affordable rental housing creation Homelessness prevention and rapid re-housing
	Needs Addressed	Construction of affordable rental housing Rehabilitation of affordable rental housing
	Funding	HOME: \$418,761 LIHTC: \$26,987,614
	Description	Construction of new and/or rehabilitation of existing rental housing to increase the availability of affordable housing for very low, and low income households
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

As in previous years, the 2017 funding is directed geographically assist the greatest number of people in need of housing and services and to support activities that will improve low income areas. Thirty-one (31) of the forty (40) municipalities in Burlington County's jurisdiction have elected to participate with the County in its Housing and Community Development Programs. The non-participating municipalities are the boroughs of Palmyra, Pemberton, and Wrightstown; the Cities of Beverly and Burlington; and the Townships of Mount Holly, North Hanover, Pemberton, and Riverside. Eight (8) of the nine (9) non-participating municipalities plan to seek participation in the State administered Small Cities Program as an alternative to the County's CDBG Program. Funding under this plan for property improvements or municipal services is not made available to serve areas or residents in non-participating municipalities. However, service activities that are designed to provide benefits on a county-wide basis do not exclude residents of these communities.

For the most part, the municipalities who have chosen not to participate in Burlington County's Urban County have the highest concentration of low and moderate income households and among the highest concentrations of minorities.

As an Urban County and in accordance with 24 CFR Part 570.208(a)(1)(ii)(A), Burlington County determines the low/moderate income area benefits by ranking the census block groups in the participating municipalities and identifying the upper quartile as eligible areas. The location of proposed activities is identified elsewhere in this plan.

Allocation of funding for Program Year 2017 has been allocated to those participating municipalities in the upper half of the alphabet (by name) and that applied for assistance for an eligible activity. Funding for non-profit organizations (non-public services) was allocated to those entities also in the upper half alphabetically.

Geographic Distribution

Target Area	Percentage of Funds
Willingboro Township	

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The process as described was developed so that it allows for a fair distribution of funding throughout the jurisdiction. It is recognized that each municipality has its own unique problems and is best suited to creatively solve those problems in partnership and consultation with the County's Community Development and Housing Office.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The production of affordable housing is a high priority; however, with limited funding available through the HOME Program and heavy competition for low Income Housing Tax Credits support and reluctance of local jurisdictions to welcome affordable housing, the number of units produced may vary significantly from year to year.

The development of affordable housing involves combining complicated funding sources and property development which usually will take two to three years to complete the project.

One Year Goals for the Number of Households to be Supported	
Homeless	10
Non-Homeless	122
Special-Needs	0
Total	132

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	132
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	132

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

It is anticipated that 22 units of affordable housing will be created during the 2017 Program Year supported with HOME funds. Additionally, it is anticipated that a total of 122 affordable units not supported with HOME funds will be leveraged through the use of HOME funding support. Funds allocated to CHDOs in the amount of \$86,668 will be dedicated to the creation of affordable rental housing.

AP-60 Public Housing – 91.220(h)

Introduction

There are no Public Housing units supported by Burlington County Housing Authority. Housing Choice vouchers are the sole option for public housing units.

Actions planned during the next year to address the needs to public housing

Not applicable

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Not applicable

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The Burlington County Ten Year Plan to End Homelessness codified the goals and objectives of the the County to make significant strides in tackling its homeless population and included the following objectives:

1. Create a Single Point of Entry into a uniform system
2. Improve sheltering options that quickly track to opermanent housing
3. Establish system coordination
4. Integrate services
5. Improve electronic and data monitoring
6. Moniotr progress and prioritize subcomponent goals along with those loarge goals

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

In order to move toward these goals over the next year, the Continuum of Care hs the following one-year objectives:

1. Continue and expand the established Rapid Rehousing initiatives
2. Utilize more effectively the network of short-term, emergency shelter provider agencies
3. Identify and link at least 100 individuals to employe training
4. Directly fund at least 10 units of permanent housing dedicated to the Rapid Rehousing initiative
5. Finalize coordinated assessment tool and begin implementation

In order to effectively develop permanent housing solutions, the CoC is working toward a uniform front door that serves as a point of assessment and system coordination. The Board of Social Services continues to function as that front door as the Continuum is working to integrate their assessment process into the system as a whole and align their procedures with the resources that are available through HMIS for tracking utilization.

The CoC has established a coordinated assessment team that has continued developing the uniform method of assessment in the system. During the past year, several agencies have piloted the use of the assessment tool leading to significant changes. It is anticipated that the tool will be finalized within the year for use by all participants.

The County conducts the annual Point In Time Count of the homeless. This count includes faith based partners, law enforcement, the County Health Department, as well as traditional homeless providers and mental health agencies serving the homeless. While the PIT count identifies some of the homeless population and includes a comprehensive assessment of individual and community needs, the street outreach committee works throughout the year through community feeding and lunch programs located in Mt. Holly and Pemberton Townships, and the Program in Assertive Treatment of the Homeless (PATH)

Addressing the emergency shelter and transitional housing needs of homeless persons

The CoC has identified those agencies that provide emergency shelter housing access for those individuals experiencing homelessness. Those housing providers are slated to be an integral part of the Coordinated Assessment process that should be fully implemented during Program Year 2017.

These short-term, time-limited emergency housing beds would continue to be used for emergency placements and assessment. Following a brief transition period, the households would transition to permanent housing using the Rapid Rehousing model that has proven to be an effective tool.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The County will contract for services for at least 100 individuals through its Rapid Rehousing initiative. In addition, the County will identify and transition at least 100 individuals who are experiencing or at risk of homelessness into employment training for a sustainable, in-demand occupation.

There are currently four (4) components to the Rapid Rehousing initiative:

1. Social Services for the Homeless - The restructure contract with Catholic Charities and with Christain Caring Center allocates funding to provide a Rapid Rehousing program for approximately 15 households per agency per year and will be renewed for Program Year 2017. To date, this program has been effective and successful in transitioning homeless individuals and families into permanent housing and steady income through intensive case management services.
2. Intensive Case Management Program administered by Oaks Integrated Care takes referrals from the Board of Social Services and successfully places individuals and households into permanent housing by facilitating income stability.
3. Pilot program for General Assistance (GA) clients for rapid rehousing. Although this program has not been as successful as hoped, it will continue throughout Program Year 2017 to support the transition of individuals from homelessness to permanent housing and coordinating with the American Job Center for housing stability. Working with the provider, clients who are eligible for case management services will be supported through a case management fee paid to the provider, in addition to the individual's qualified TRA payment.

Utilizing qualified case management teams allows the County to work closely with the provider to develop a system of accountability and a permanent housing transition process that will improve monitoring of success in attaining permanent, sustainable housing and increasing income over the course of the program.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Plans to end homelessness have been driven by the belief that the most effective way to reduce homelessness is to prevent the loss of housing whenever possible. The Department of Human Services and the CoC will continue to work to prevent the loss of housing through prevention subsidies and improved system coordination. The Mental Health Board will continue to work on discharge planning through the system review committee which includes representative from the corrections facility, health care facilities, and the homeless and mental health provider network.

County resources, SSH funds, and United Way funding will fund homelessness prevention activities which help to prevent the loss of housing through short-term or one-time support to help with back rent or utility payments. By partnering these resources and an improved coordination of a front door, the Continuum hopes to improve long term case management and support for job training.

For individuals who are disabled, further support and coordination will be continue through the SOAR

initiative, which will target planning for individuals with disabilities to facilitate access to long term benefits. Drug and alcohol, mental health, and homeless planning groups will continue to meet jointly to facilitate resource sharing and coordination.

Twenty-five (25) rental assistance vouchers have been awarded to Legacy/Virtua/Burlington County collaborative whereby chronic users of public systems (jails, local hospitals, screening and crisis intervention programs, etc) will be identified and, along with case management, will be given a housing subsidy.

Discussion

Program Year 2017 focus of coordinated efforts will include:

1. Improving access to and understanding of addiction treatment resources
2. Providing education on access to mental health and suicide prevention resources
3. Heroin addiction treatment and prevention including Narcan training
4. Increasing access to the crisis Intervention Team trainings
5. Creating integrated Youth Employment Servicesw Drop in Centers for comprehensive job training for young adults, especially disconnected youth ages 16-24, to preven the cycle of underemployment and poverty before it becomes routine.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The barriers to affordable housing are similar barriers for most geographic areas of New Jersey, namely cost and availability. Housing development cost, whether rehabilitation or new construction, continues to outpace available funding, while developable land in a densely populated area becomes ever scarcer.

The uncertainty of the status of the affordable housing obligations in New Jersey coupled with the lack of housing trust funds has seriously impacted affordable housing production.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The Community Development and Housing Office will continue its education/outreach efforts by providing municipalities with assistance in identifying their options for addressing their "fair share" housing obligations.

Additionally, Burlington County's CoC continues to assist in educating local officials on affordable housing issues in an effort to change misconceptions identified by service providers

Discussion:

AP-85 Other Actions – 91.220(k)

Introduction:

During Program Year 2017, Burlington County has developed plans to address the obstacles to meeting underserved needs, fostering and maintaining affordable housing, evaluate and reduce lead-based paint hazards, reduce the number of poverty-level families, develop institutional structure, and enhance coordination between public and private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

In an effort to direct limited available funding and still make demonstrable progress toward achieving the Consolidated Plan Goals, the following actions are planned:

Community/Public Services – Funding will be directed to some of the most vulnerable populations within the county. This includes providing funding for victims of domestic violence, housing counseling services including foreclosure mediation, transportation services for the disabled and senior population, and support for 24-hr emergency services for the homeless.

Capital Improvement Activities – Support for public infrastructure needs and public facility improvements support neighborhood sustainability and improved livability along with improving accessibility and availability.

Homeowner assistance – Those homeowners who are experiencing financial burdens to maintain their homes are assisted through the Emergency Home Repair Program and the Heater Replacement Program. These grants are made available in addition to the Housing Rehabilitation Program. These programs are designed to correct conditions in owner occupied homes that pose immediate threat to the health or safety of the occupants and improve affordability.

Actions planned to foster and maintain affordable housing

HOME Program funds will continue to be utilized to assist low and moderate income households in the purchase of a home by providing closing cost and down payment assistance to first time homebuyers.

Funding under the HOME Program will be directed to activities that will increase the stock of affordable housing in the County with special priority given to locating housing options that demonstrate de-concentration of poverty, access to public transportation, provide special needs housing, and in low minority concentrated areas, close to public transportation, and whenever available, be directed to

family housing.

Continued support for the rehabilitation of existing housing units (owner occupied) will bring existing housing stock up to code. The County's Home Improvement Loan Program, a zero interest, deferred payment loan, will assist existing homeowners bring their homes up to code and provide a mechanism for low and moderate income homeowners to maintain their housing.

Actions planned to reduce lead-based paint hazards

Lead-based Paint Hazard requirements are integrated into programs and projects administered and funded by the Community Development and Housing office. The following activities are planned during FY2017 to ensure continued compliance:

- Continue interaction with the County's Health Department to increase enforcement and reduce the duplication of efforts to reduce lead hazards in housing.
- Evaluate program procedures related to lead-based paint regulations and determine if adjustments are needed to maintain effective delivery of services and implement changes as needed
- Continue training of inspection staff, as needed, to maintain one full-time risk assessor.
- Continue distribution of information on lead-based paint requirements to housing developers and construction contractors.
- Continue to sponsor and distribute information on training programs to expand the inventory of certified "Safe Work Practices" and "Abatement" contractors and landlords.
- Continue education for the public, particularly residents living in high risk housing about lead-based paint hazards and hazard prevention.

Actions planned to reduce the number of poverty-level families

The Community Development and Housing Division, in collaboration with the CoC, the Burlington County Board of Social Services, and other Human Service Department Divisions including, but not limited to Behavioral Health, Employment and Training, and Veteran's Services, will continue to coordinate with homeless providers and mainstream housing and service programs to provide case management, including counseling, addiction rehabilitation programs, and other life skills training. One goal of these programs is to increase program participants' ability to find and keep employment, allowing them to maintain their housing and move from poverty to sustainable housing and income.

The Homeless Services Liaison is responsible for coordinating with homeless providers and working with the staff of the Board of Social Services to divert new applicants and increase diversion to training and

on-the-job training opportunities for all new recipients of service. This effort is intended to improve long-term self-sufficiency.

For those who are disabled, the Human Services Department and the CoC are working closely with a lead agency, Legacy Treatment Services, to establish a county-wide SSDI Outreach, Access, and Recovery (SOAR) initiative. This program targets planning for individuals with disabilities to facilitate access to long-term benefits. Drug and alcohol, mental health, and homeless planning groups meet jointly to facilitate resource sharing and coordination.

The Community Development and Housing office will continue to fund non-profit agencies that provide long term meaningful change to the families and individuals they serve. By giving these individuals the education and skills necessary to obtain living wage jobs, they are being given an opportunity to find the stability necessary to move out of poverty.

Actions planned to develop institutional structure

The Community Development and Housing Division will continue to work with various public service agencies, County Divisions and Departments, businesses, local municipalities, and special needs boards and commissions to find opportunities to better further the goals and objectives proposed. These relationships are integral in streamlining the implementation of CDBG and HOME projects in a time of limited funding.

Actions planned to enhance coordination between public and private housing and social service agencies

Limited funding available to address an array of housing and community development needs across a substantial geography has led Burlington County to seek and strengthen collaboration with existing housing agencies, social service providers, cooperating municipalities, and other County departments. The County plans to continue and strengthen its relationships with homeless service providers through its active participation in the CoC, the Mental Health Board, and other social services providers.

Collaboration will also be encouraged among private housing developers, service providers, and other non-profit agencies throughout the County. Improved communication and cooperation will allow for a private/non-profit sectors and vice versa

Discussion:

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	80.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The funding for the construction and/or rehabilitation of affordable housing often requires that multiple sources of investment be utilized. Some of those anticipated investments include:

- Low Income Housing Tax Credits
- Deferred developer fees
- Historic Tax Credits
- Housing Trust Funds
- Permanent Mortgages
- Land donation and/or financial support from municipalities
- PILOT
- Cash investment from private parties

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Recapture provisions:

- First Time Homebuyer Program – provides both closing costs and down payment assistance. The recapture provision is enforced for the total loan amount during the affordability period and is reflected in recorded documents. Once the affordability period has been satisfied, the closing cost assistance is forgiven. The total amount of the down payment assistance remains subject to the recapture provision upon sale of the home.
- Developer Program –HOME assisted units to be sold to a qualified buyer are subject to enforcement of the recapture provision when the qualified buyer receives a subsidy created by a discounted sales price from the fair market value and/or when the qualified buyer receives direct assistance such as down payment assistance and/or closing cost assistance. The homebuyer shall sign a recorded deed restriction. The affordability period made part of the deed restriction will be contingent upon the subsidy level. Upon sale of the property prior to satisfying the affordability period, the Recapture provision will be enforced as follows:
 - Owner Investment Returned First Recapture – from the sale proceeds, priority mortgage lien over the county’s HOME loan lien shall be paid in full and any owner financially documented improvements to the property and original down payment will be provided to the homeowner.
 - The HOME loan will be repaid based on the remaining net proceeds from the sale of the home. If no remaining net proceeds, the HOME loan will not be repaid to the County.
 - Upon receipt of the recaptured HOME funds, if any, the affordability restrictions are lifted.
 - Excess funds from the sale of the home will remain with the home owner.
 - If the assisted unit is subject to foreclosure and no net proceeds from the sale of the property result, HOME guidelines are met.
 - Upon satisfaction of the affordability period, the HOME loan may then be forgiven and the deed affordability restriction is released and any other recorded documents are discharged. The owner of the property is then eligible to sell the property at a fair market price.

The **Resale** provisions:

Developer HOME assisted units to be sold to a qualified buyer are subject to enforcement of the resale provision when the qualified buyer has not received any direct HOME subsidy and ensures that the HOME assisted property remains affordable for the entire affordability period and is enforced by an affordability deed restriction. The property must be sold to an income qualified buyer approved by the County.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The **Recapture provision** is enforced for the total loan amount during the affordability period and is reflected in recorded documents. The homebuyer shall sign a recorded deed restriction and/or any other document required by the County's legal counsel to ensure his/her understanding of the obligation's and responsibilities upon sale of the Home Assisted property. The affordability period is made part of the deed restriction and is contingent upon the subsidy level. Upon satisfaction of the affordability period, the HOME loan may then be forgiven and the deed affordability restriction is released and any other recorded documents are discharged.

The **Resale provision** is also enforced by the affordability deed restriction placed on the property. If the property is sold prior to satisfying the affordability period, the affordability restriction remains in effect. At the end of the affordability period, and at the request of the property owner, the HOME loan may be forgiven and the affordability deed restriction will be released and any other recorded documents will be discharged.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

There are no plans for this activity.

Attachments

Citizen Participation Comments

State of New Jersey

County of Burlington

NOTICE OF CONSOLIDATED PLAN AMENDMENT OF COMMUNITY DEVELOPMENT OBJECTIVES AND THE PROPOSED USE OF FUNDS FOR BURLINGTON COUNTY'S YEAR XLIII (2017) COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Board of Chosen Freeholders of Burlington County
c/o Burlington County
Administrative Building
49 Hancock Road
Mount Holly, NJ 08060

In accordance with Title I of the Housing and Community Development Act of 1974, as amended; Burlington County, N.J., on or about June 30, 2017 will submit to the U.S. Department of Housing and Urban Development the following Consolidated Plan Amendments to reflect changes in the Proposed Use of Funds for Program Year XLIII (2017 - Amendment #1). The Amended Consolidated Plan describes changes in activities that the County will undertake in Program Year XLIII.

PROGRAM YEAR XLIII (2017) FUNDS

DELETE ACTIVITY: Evesham Township - Architectural barrier Removal: 1) Installation of accessible door at entrance to township library; 2) Installation of accessible pathway for residents of disabled, low income housing community

ADD ACTIVITY: Evesham Township - Replacement of Underdrain along Meadow Lane (CDBG Budget: \$78,000 2017 funds)

DELETE ACTIVITY: Delanco Township - Architectural barrier removal; installation of ADA compliant handicapped ramps at various intersections; 2) Sidewalk replacement at senior housing complex

ADD ACTIVITY: Delanco Township - Architectural barrier removal; Sidewalk replacement at senior housing complex (CDBG Budget \$78,000 2017 funds)

The Burlington County Office of Housing and Community Development is located at the Human Services Building, Woodlawn Road, Westampton, NJ 08086. Complete descriptions of projects and proposed projects for the Community Development Program are available for general review at the Housing and Community Development office. Any person or agency desiring further information or wishing to submit comments on any of the projects described herein is invited to contact Karen Trommelen, Division Head, Community Development and Housing during regular office hours, Monday through Friday, between 9 AM and 5 PM, before July 12, 2018 at 609 285-5072.

Adv. Fee: \$53.58
ECT: June 13, 2018
All. Chg.: \$20.00 7224605

) SS.

BURL CO COMMUNITY DEV
KAREN TROMMELEN
MT HOLLY, NJ 08060

2-040012000
0037224605-01

Kristen Smith being duly sworn or affirmed according to law, deposes and says that she is the Legal Billing Coordinator of the BURLINGTON TIMES, INC. Publisher of the "Burlington County Times" and that a copy of a notice published in such paper on

June 13, 2018

appears hereto, exactly as published in said newspaper


LEGAL BILLING CO-ORDINATOR

Sworn and subscribed to before me this 13th day of June 2018 A.D.


Brandy L Jackson
My commission expires on
May 15, 2023

Grantee Unique Appendices

**Board of Chosen Freeholders
County of Burlington**

OFFICE OF THE
BURLINGTON COUNTY FREEHOLDERS

Bruce D. Garganio
Kate Gibbs
Linda Hughes
Ryan Peters
Latham Tiver

P.O. BOX 8000
MOUNT HOLLY, New Jersey
08060-6000



EVE A. CULLINAN
County Administrator

Gina M. Wheatley
Clerk of the Board
609-265-5020
Fax: 609-702-7300

AGENDA, REGULAR MEETING, BOARD OF CHOSEN FREEHOLDERS, COUNTY OF BURLINGTON

Date: Apr 26, 2017 - 7:00 PM
Location: County Administration Building
Freeholder's Board Room
49 Rancocas Road
Mt. Holly, NJ 08060

Agenda: AUTHORIZATION TO APPLY TO THE US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR 2017 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME INVESTMENTS PARTNERSHIP ACT PROGRAMS FOR THE DEPARTMENT OF HUMAN SERVICES, DIVISION OF COMMUNITY DEVELOPMENT

Official Resolution#	2017-00193							
Meeting Date	04/26/2017							
Introduced Date	04/26/2017							
Adopted Date	04/26/2017							
Agenda Item	I-24							
CAF #								
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOV	SEC	AYE	NAY	ABST.	RECU.
Garganio	✓				✓			
Gibbs	✓		✓		✓			
Hughes	✓							
Peters	✓			✓	✓			
Tiver	✓				✓			

I HEREBY CERTIFY THAT THIS DOCUMENT IS A TRUE, COMPLETE AND ACCURATE COPY OF THIS RESOLUTION, ADOPTED BY THE BOARD OF CHOSEN FREEHOLDERS OF THE COUNTY OF BURLINGTON, NJ AT THE MEETING REFERENCED THEREON

Gina Wheatley
CLERK OF THE BOARD

Agenda Item# i.24-1

WHEREAS, Burlington County is qualified as an Urban County/HOME Consortium and as such is entitled to apply for certain federal funds commonly known as Community Development Block grants and HOME Investment Partnerships Act grants pursuant to respectively, Title I of the Housing and Community Development Act of 1974, and the Cranston Gonzalez National Affordable Housing Act; and

WHEREAS, the U.S. Department of Housing and Urban Development ("HUD") has not yet notified the County that it is eligible to receive a Fiscal Year 2017 consolidated formula allocation, it is estimated that the grant allocation will be \$1,758,958 comprised of Community Development Block Grant (CDBG) funds of approximately \$1,184,912 and HOME Investment Partnerships funds of approximately \$574,046; and

WHEREAS, the County anticipates earning \$200,000.00 in program income during the 2017 Program year from CDBG and \$50,000 in program income from HOME; and

WHEREAS, the above-described fiscal year 2017 formula allocations may be available to the County on HUD's approval of a County application describing its proposed use of these funds and program income for housing and community development purposes as part of the County's Annual Housing and Community Development Plan ("2017 Plan"); and

WHEREAS, the Board of Chosen Freeholders of the County of Burlington has reviewed the 2017 Plan and has approved the use of grant funds and program income to address the needs of the County proposed in the 2017 Plan; now, therefore, be it

RESOLVED, by the Board of Chosen Freeholders of the County of Burlington as follows:

1. The Board hereby adopts the attached the 2017 Annual Housing and Community Development Plan.
2. The County Administrator and other appropriate County officials and employees are authorized and directed to complete, sign, attest and file the application for use of Fiscal Year 2017 funds with HUD, with allocations of said funds to be as set forth in the 2017 Plan, and to execute such related documents as may be necessary and appropriate.

Introduced on: April 26, 2017
Adopted on: April 26, 2017
Official Resolution#: 2017-00193


Agenda Item# i.24-2

Grantee SF-424's and Certification(s)

OMB Number: 4349-0004
Expiration Date: 10/31/2019


Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="County of Burlington"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="21-6000107"/>	* c. Organization's DUNS: <input type="text" value="833251390000"/>	
d. Address:		
* Street1: <input type="text" value="PO Box 6000"/>		
Street2: <input type="text" value="49 Randolph Rd."/>		
* City: <input type="text" value="Rancocas Holly"/>		
County/Parish: <input type="text" value="Burlington"/>		
* State: <input type="text" value="NJ: New Jersey"/>		
Province: <input type="text"/>		
* Country: <input type="text" value="USA: UNITED STATES"/>		
* Zip/Postal Code: <input type="text" value="08060 6000"/>		
e. Organizational Unit:		
Department Name: <input type="text" value="Human Services"/>	Division Name: <input type="text" value="Community Development and Housing"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Karen"/>	
Middle Name: <input type="text"/>		
* Last Name: <input type="text" value="Primmian"/>		
Suffix: <input type="text"/>		
Title: <input type="text" value="Division Head"/>		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="509-265-5972"/>	Fax Number: <input type="text" value="509265-5500"/>	
* Email: <input type="text" value="KTromme1en@co.burlington.nj.us"/>		

Application for Federal Assistance SF-424	
<p>* 9. Type of Applicant 1: Select Applicant Type:</p> <input type="text" value="County Government"/>	
<p>Type of Applicant 2: Select Applicant Type:</p> <input type="text"/>	
<p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/>	
<p>* Other (specify):</p> <input type="text"/>	
<p>* 10. Name of Federal Agency:</p> <input type="text" value="Housing and Urban Development, Office of CPD"/>	
<p>11. Catalog of Federal Domestic Assistance Number:</p> <input type="text" value="14.239"/>	
<p>CFDA Title:</p> <input type="text"/>	
<p>* 12. Funding Opportunity Number:</p> <input type="text" value="Invitation - No Funding Opportunity Num"/>	
<p>* Title:</p> <input type="text" value="HOME Investment Partnerships Program"/>	
<p>13. Competition Identification Number:</p> <input type="text"/>	
<p>Title:</p> <input type="text"/>	
<p>14. Area Affected by Project (Cities, Counties, States, etc.):</p> <input type="text"/>	
<p style="text-align: right;"> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </p>	
<p>* 15. Descriptive Title of Applicant's Project:</p> <input type="text" value="HOME Investment Partnerships Program"/>	
<p>Attach supporting documents as specified in agency instructions.</p> <p style="text-align: right;"> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </p>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="WV-000"/>	* b. Program/Project: <input type="text" value="001-001"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text" value="Congressional Districts.docx"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="07/01/2017"/>	* b. End Date: <input type="text" value="06/30/2018"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="577,788.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text" value="50,000.00"/>
* a. TOTAL	<input type="text" value="527,788.00"/>
19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Eve"/>
Middle Name: <input type="text" value="A"/>	
* Last Name: <input type="text" value="Cullinan"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="County Administrator"/>	
* Telephone Number: <input type="text" value="609-265-5020"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="ECullinan@co.burlington.nj.us"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="7/12/17"/>

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, enter appropriate title(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text"/>
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="County of Burlington"/>		
* b. Employer/ taxpayer Identification Number (EIN/TIN): <input type="text" value="21-6090197"/>	* c. Organizational OUNS: <input type="text" value="B33251390000"/>	
d. Address:		
* Street1: <input type="text" value="PO Box 6000"/>	<input type="text"/>	
Street2: <input type="text" value="45 Remondue Rd."/>	<input type="text"/>	
* City: <input type="text" value="Mount Holly"/>	<input type="text"/>	
County/Parish: <input type="text" value="Burlington"/>	<input type="text"/>	
* State: <input type="text" value="NJ: New Jersey"/>	<input type="text"/>	
Province: <input type="text"/>	<input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	<input type="text"/>	
* Zip / Postal Code: <input type="text" value="08060-6000"/>	<input type="text"/>	
e. Organizational Unit:		
Department Name: <input type="text" value="Human Services"/>	Division Name: <input type="text" value="Community Development and Work"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Title: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Karen"/>	
Middle Name: <input type="text"/>	<input type="text"/>	
* Last Name: <input type="text" value="Trombelen"/>	<input type="text"/>	
Suffix: <input type="text"/>	<input type="text"/>	
Title: <input type="text" value="Division Head"/>		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="609-265-5092"/>	Fax Number: <input type="text" value="609265-5500"/>	
* Email: <input type="text" value="KTrombelen@co.burlington.nj.us"/>		

Application for Federal Assistance SF-424	
* 8. Type of Applicant 1: Select Applicant Type:	
B: County Government	
Type of Applicant 2: Select Applicant Type:	
Type of Applicant 3: Select Applicant Type:	
* Other (specify):	
* 10. Name of Federal Agency:	
Housing and Urban Development, Office of CDB	
11. Catalog of Federal Domestic Assistance Number:	
14.215	
CFDA Title:	
Community Development Block Grant Program	
* 12. Funding Opportunity Number:	
Entitlement - no Funding Opportunity Num	
* Title:	
Community Development Block Grant Program	
13. Competition Identification Number:	
Title:	
14. Areas Affected by Project (Cities, Counties, States, etc.):	
	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
* 15. Descriptive Title of Applicant's Project:	
Community Development Block Grant Program 2017 Annual Plan	
Attach supporting documents as specified in agency instructions.	
	<input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: NJ-003	* b. Program/Project: 001-001
Attach an additional list of Program/Project Congressional Districts if needed.	
Congressional Districts: .docx	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: 07/01/2017	* b. End Date: 06/30/2018
18. Estimated Funding (\$):	
* a. Federal:	1,216,519.00
* b. Applicant:	
* c. State:	
* d. Local:	
* e. Other:	
* f. Program Income:	20,000.00
* g. TOTAL:	1,236,519.00
* 19. Is Application Subject to Review By State Under Executive Order 12872 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12872 Process for review on _____	
<input type="checkbox"/> b. Program is subject to E.O. 12872 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12872.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. "By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: Ms.	* First Name: Eve
Middle Name: A	
* Last Name: Collins	
Suffix:	
* Title: County Administrator	
* Telephone Number: 909-265-5000	Fax Number:
* Email: ecollins@co.warren.liaction.nj.us	
* Signature of Authorized Representative: 	* Date Signed: 7/12/17

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan --It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1 No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-101, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3 It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 --It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official
Title COUNTY ADMINISTRATOR

7/12/17
Date

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation --It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan --Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan --It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds --It has complied with the following criteria:

1 **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);

2 **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2017 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;

3 **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force --It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

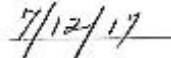
Compliance With Anti-discrimination laws --The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint --Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws --It will comply with applicable laws.



Signature/Authorized Official



Date

Title COUNTY ADMINISTRATOR

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance --If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs --it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance --before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing:



Signature/Authorized Official



Date

Title COUNTY ADMINISTRATOR

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31,

U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance was placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplace under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question.
6. The grantee may inset in the space provided below the site(s) for the performance or work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code). Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C.812) and is further defined by regulation (21 CFR 1308.11 through 1308.15).

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or State criminal drug statutes.

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are not on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of sub recipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

1. Analysis of Impediments to Fair Housing
2. Citizen Participation Plan
3. Anti-displacement and Relocation Plan

J. A. Curran
 Signature/Authorized Official

 7/12/17
 Date

 COUNTY ADMINISTRATOR
 Title