



TOWNSHIP OF
BRICK
COMMUNITY
DEVELOPMENT
BLOCK GRANT
GUIDELINES AND
APPLICATION

Application Deadline: 4:00PM, February 28th, 2022

This application can be accessed online at:

<http://www.bricktownship.net/index.php/community-development-block-grant-cdbg-program/>

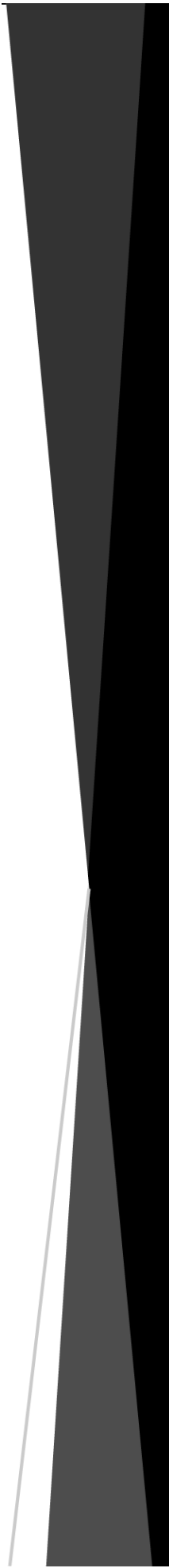
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CDBG GUIDELINES

PLEASE UTILIZE THE FOLLOWING PAGES FOR YOUR REFERENCE
THROUGHOUT YOUR APPLICATION PROCESS.



INTRODUCTION

The U.S. Department of Housing and Urban Development provides Township of Brick, New Jersey annual Community Development Block Grant funds to be used to provide Public Services, Rehabilitation of Low/Moderate Income homes, capital improvement projects and other qualifying projects that benefit Low/Moderate income households in the Township of Brick.

The Township of Brick Planning Department is requesting applications from qualified non-profit 501(c)(3) agencies to participate in the CDBG program for the period of July 1, 2022 through June 30, 2023. Application packets will be accepted until February 28, 2022 by 4:00 PM local time. Funds must be used for public services associated with assisting and/or benefitting the low- and moderate-income population. Additional information regarding eligible activities is included within this application.

Upon receipt, review and ranking of applications received, funding will be awarded to each eligible agency accordingly. Proposed activities will be added to the FY 2022 CDBG Action Plan and submitted to HUD for approval. Upon approval by the Township of Brick and HUD, agencies awarded funding will enter into a Subrecipient Agreement with the Township of Brick.

CDBG grants will be subject to oversight, reporting, and monitoring requirements that each grantee have adequate procedures to prevent the duplication of benefits, which means grant funds may not be used to pay costs if another source of financial assistance is available to pay that cost. Awarded subrecipients will be required to certify during the contract term that there is no supplanting of federal funds for requested programs or projects.

SCOPE OF REQUESTED SERVICES

This is a request for applications by qualified non-profit agencies that provide public services (including labor, supplies, materials and other costs), provided the public service is:

Targeted public service activities include, but are not limited to:

Youth Services	Fair housing activities	Qualified Veteran Services
Health care	Services for senior citizens	Transportation/Transit
Job training/job creation	Services for individuals with disabilities	Nutritional Programs
Literacy Programs	Services for homeless persons	Food Banks
Recreation programs	Drug abuse counseling and treatment	Mental Health Services
Education programs	Housing Counseling	Abused and Neglected Children Services
Public safety services	Services for Victims of Domestic Violence	Substance Abuse Services
Legal Services	Tenant/Landlord Counseling	

The completed application must address one or more of the targeted public service needs listed above and must serve low to moderate income persons in Township of Brick.

APPLICATION INFORMATION

APPLICATION SUBMISSION DEADLINE: FEBRUARY 28TH, 2022- 4:00 PM LOCAL TIME.

- a) Late applications will not be considered.
- b) Incomplete Application packages may not be considered.

Review General Information and Eligibility Information to determine if your program or project is eligible for funding. Download all necessary application materials from the Township's website¹.

Please submit a complete application with original signatures and all requested documents to:

Township of Brick Community Development Block Grant Program
 ATTN: Tara B. Paxton, MPA, PP, AICP, Community Development Director
 RE: Application

¹ <http://www.planning.co.ocean.nj.us/frmCECommDev>

FUNDING – ELIGIBLE ACTIVITIES

FOR SPECIFIC EXAMPLES OF CDBG ELIGIBLE SERVICES, PLEASE REFERENCE THE HUD QUICK GUIDE TO CDBG ELIGIBLE ACTIVITIES

PUBLIC SERVICE ACTIVITIES

Public Services² are non-construction social service activities in the community that benefit low- and moderate-income citizens. regulations allow the use of grant funds for a wide range of public service activities, examples of which are listed in the HUD Quick Guide^{3,4}.

LOW- AND MODERATE-INCOME PERSONS BENEFIT

The Community Development Block Grant program requires that each funded activity must principally benefit low- and moderate-income (LMI) persons.

To be considered for funding a program or project must first meet the following National Objective:
Benefit to Low- and Moderate-Income (LMI) persons.

To qualify for funding under the LMI category, the persons or households served must have income levels at or below 80% of the area median income (AMI). HUD requires stratified income data on beneficiaries, requiring quarterly reporting of which category beneficiaries fall into below 80% of AMI, 50% of AMI, or 30% of AMI.

² <https://files.hudexchange.info/resources/documents/Basically-CDBG-Chapter-7-Public-Services.pdf>

³ <https://files.hudexchange.info/resources/documents/Quick-Guide-CDBG-Infectious-Disease-Response.pdf>

⁴ <https://www.hudexchange.info/sites/onecpd/assets/File/CDBG-National-Objectives-Eligible-Activities-Chapter-2.pdf>

1. **Limited Clientele:** The public service activities must be offered to a particular group of low- and moderate-income residents in the entire community. To qualify, each individual must establish, by means of financial information on household size and income, that the household income does not exceed the LMI limit. There are certain populations that HUD presumes to be low- and moderate-income. For programs serving these populations income data does not need to be collected, however race and ethnicity do. The following groups are currently presumed by HUD to be made up principally of low- and moderate-income persons⁵:
 1. Elderly persons (62 or older)
 2. Homeless persons
 3. Persons living with AIDS
 4. Illiterate persons (included non-English speakers)
 5. Battered spouses
 6. Abused children
 7. Severely disabled adults (*see definition below*)

Persons are classified as having a severe disability if they⁶:

- a.) Used a wheel-chair or had used another special aid for six months or longer.
- b.) Are unable to perform one or more “functional activities” or need assistance with an ADL⁷ or IADL⁸.
- c.) Are prevented from working at a job or doing housework.
- d.) Have a selected condition included autism, cerebral palsy, Alzheimer’s disease, senility or dementia, or mental retardation.
- e.) Are under 65 years of age and who are covered by Medicare or who receive social security income (SSI).

⁵ <https://www.hudexchange.info/sites/onecpd/assets/File/IDIS-CDBG-Training-Slides-Module5.pdf>

⁶ <https://files.hudexchange.info/resources/documents/Basically-CDBG-Chapter-3-Nat-Obj.pdf>

⁷ Activity of Daily Living (ADL)

⁸ Instrumental activities of daily living (IADL)

INCOME GUIDELINES TABLE

ADJUSTED HOME INCOME LIMITS for Township of Brick, New Jersey Effective July 1, 2021

Household Size	Extremely Low 30% Limits	Very Low Income 50% Limits	Low Income 80% Limits
1 Person	22,900	38,150	55,950
2 Person	26,150	43,600	63,950
3 person	29,400	49,050	71,950
4 Person	32,650	54,450	79,900
5 Person	35,300	58,850	86,500
6 Person	37,900	63,200	92,700
7 Person	40,500	67,550	99,100
8 Person	44,660	71,900	105,500

Source: https://www.huduser.gov/portal/datasets/home-datasets/files/HOME_IncomeLmts_State_NJ_2021.pdf

POST-AWARD AND SUBRECIPIENT CRITERIA

CDBG recipients will be required to maintain accurate records documenting 2022 targeted populations and/or areas being served by the program or project. The Township of Brick is committed to monitoring the performance of grant recipients to ensure that federal funds are used appropriately and in a timely manner. Monitoring each grant recipient ensures that the goals and objectives identified within the Township’s HUD Consolidated Plan and Action Plan are met. Recipients will be asked to provide a final summary reporting all accomplishments and outcomes to be provided to HUD and the public. This includes a description of the impact or outcomes of the program or project. Subrecipients are required to:

- a.) Collect and track data elements associated with the program/project requesting funding. These elements may include:
 - a. The number of persons/ households served.
 - b. The family size, race/ethnicity, income documentation, and residency documentation of those served.
- b.) Submit performance reports to the Township of Brick. The reports are reviewed for accuracy, performance measures and compliance. In addition, on-site monitoring/auditing of agencies for ongoing compliance and eligibility is done by the Township of Brick to ensure income guidelines and residency are being met and goals are being reached.
- c.) Document that there is no duplication of benefits or supplanting of funding
- d.) Requests for payments will be made on a reimbursement basis by submitting a payment voucher along with supporting documents.

RESERVATION OF RIGHTS

The Township of Brick reserves the right, at its sole discretion, to award all, a portion, or none of the available funding, and may reject proposals based on the quality and/or merits of the proposals, or when it is determined to be in the public interest to do so. Furthermore, the Township may extend deadlines and timeframes, as needed. The Township reserves the right to substantiate any applicant's qualifications, financial information, capability to perform, availability, and past CDBG performance.

AVAILABILITY OF FUNDS

The CDBG Subrecipient awarded funding are provided such funding on a reimbursement basis upon receipt of a payment voucher, supporting documentation and proof of compliance are provided. The awards will be contingent upon the Township of Brick's receipt of a U.S. Department of Housing and Urban Development (HUD) grant award and execution of a Subrecipient Agreement with your agency. The awarded subrecipient(s) cannot seek reimbursement for any activities or items prior to the date of July 1, 2022.

ORGANIZATION ELIGIBILITY REQUIREMENTS

Organizations applying for public services must be a qualified non-profit 501(c)(3). Non-profit agencies must be established, operating agencies as evidenced through documentation required in the application. Exhibits to show tax-exempt status are required. Faith-based agencies are eligible to apply on the same basis as other non-profit organizations. However, CDBG funds cannot be used to support worship, proselytizing, or religious instruction. Religious activities must be offered separately, in time or location, from the CDBG supported activity. Projects operated by faith-based agencies must be available to all community members and not restricted to the organization's membership or congregation.

NON-DISCRIMINATION AND ACCESSIBILITY

The Township of Brick is committed to fostering equity for the public, and actively promotes awareness of non-discrimination and accessibility requirements and resources. The Township of Brick will consider every request and complaint that it receives and is committed to providing functional accessibility throughout the Township of Brick.

The Township of Brick ensures that no person or groups of persons shall, on the grounds of race; color; national or ethnic origin; ancestry; age; religion or religion creed; disability or handicap; sex; sexual orientation; gender; gender identity and expression, including a transgender identity; genetics; military and veteran status; retaliation and any other characteristic protected under applicable federal, state, or local law, herein called "protected categories" be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the Township of Brick, its recipients, subrecipients, contractors and subcontractors, staff, applicant, and third parties, includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the agency.

To request an accommodation please contact:

Tara B. Paxton, Township Planner

732-262-4783 or the CDBG Program at CDBGProgram@bricktownship.net

FAIR HOUSING ACT

The Fair Housing Act prohibits discrimination in the sale, rental or financing of dwellings, and in other housing-related transactions, because of race, color, religion, sex, disability, familial status or national origin⁹. The Fair Housing Act applies to a housing provider's consideration of a person's limited ability to read, write, speak or understand English. Specifically, the Fair Housing Act addresses how the disparate treatment and discriminatory effects methods of proof apply in Fair Housing Act cases in which a housing provider bases an adverse housing action - such as a refusal to rent or renew a lease - on an individual's limited ability to read, write, speak or understand English¹⁰.

EQUAL ACCESS TO HOUSING FINAL RULE

On September 21, 2016, HUD published a final rule in the Federal Register¹¹ entitled "Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs." Through this final rule, HUD ensures equal access to individuals in accordance with their gender identity in programs and shelter funded under programs administered by HUD's Office of Community Planning and Development (CPD). The final rule requires that recipients and subrecipients of CPD funding, as well as owners, operators, and managers of shelters, and other buildings and facilities and providers of services funded in whole or in part by any CPD program to grant equal access to such facilities, and other buildings and facilities, benefits, accommodations and services to individuals in accordance with the individual's gender identity, and in a manner that affords equal access to the individual's family¹².

As a new program regulation, failure to comply with the requirements of this rule will be considered a violation of program requirements and will subject the non-compliant grantee to all sanctions and penalties available for program requirement violations.

⁹ <https://www.gpo.gov/fdsys/pkg/CFR-2013-title24-vol3/pdf/CFR-2013-title24-vol3-sec570-902.pdf>

¹⁰ <https://www.gpo.gov/fdsys/pkg/CFR-2010-title24-vol1/pdf/CFR-2010-title24-vol1-sec91-15.pdf>

¹¹ <https://www.federalregister.gov/documents/2016/09/21/2016-22589/equal-access-in-accordance-with-an-individuals-gender-identity-in-community-planning-and-development>

¹² <https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/>

PROJECT IMPLEMENTATION SCHEDULE AND PERFORMANCE MEASUREMENT GOALS

Performance measurement is an effective mechanism that tracks the progression of projects and evaluates their overall effectiveness and success in meeting project goals. One of the most important overall goals in planning a CDBG project is the completion of the project in a timely manner¹³. When partners do not deliver on time, or do not expend funds in a timely way, activities and services can be delayed, ultimately affecting beneficiaries. This spending backlog means people are not receiving much needed benefits. It is important that a grantee and a subrecipient stay on top of spending as backlogs can have compounding effects.

¹³ <https://www.hudexchange.info/sites/onecpd/assets/File/CDBG-Timeliness-Transcript.pdf>

APPLICATION

PLEASE COMPLETE AND SUBMIT THE FOLLOWING PAGES WITH ORIGINAL SIGNATURES AND ALL REQUESTED DOCUMENTS TO:

Township of Brick Community Development Block Grant Program
ATTN: Tara B. Paxton, MPA, PP, AICP, Community Development Director
RE: Application
401 Chambers Bridge Road
Brick, NJ 08723
CDBGProgram@bricktownship.net

ITEMS AND ATTACHMENTS – CHECKLIST

Please use this checklist to ensure your application is complete and all necessary attachments are included in your final packet.

REQUIRED ATTACHMENTS

PROVIDED IN THIS APPLICATION PACKET:

- Applicant Information Form
- Application Summary Information Form
- Project Description Form
- Program Information Form
- Program Beneficiaries Form
- Line Item Budget Chart
- Projected implementation Schedule with Performance Goals Chart
- Certification of No Supplanted Funding - To be acknowledged and signed

SUPPLEMENTAL DOCUMENTATION REQUIRED:

- Documentation showing approval to submit an application and designation of person who will sign documents on behalf of the organization
 - Non-Discrimination Policy Statement
 - Charities Registration Form
 - Current list of Board Members including position/title on board
 - Bylaws
 - Agency Organization Chart
 - Certificate of Incorporation
 - Most Recent Independent Auditors Report, or if unavailable, Federal Form 990
 - Certificate of Liability Insurance
 - Proof of Insurance
 - 501(c)(3) IRS non-profit designation letter
 - SAM active registration (opted-in for public view)
 - DUNS Number
 - Federal EIN/TIN Number
-

SUBRECIPIENT REGISTRATION REQUIREMENTS:

Organizations receiving CDBG funding (subrecipients) must obtain a DUN and Bradstreet Data Universal Numbering System (DUNS) number¹⁴. Funded applicants must also have an active registration with System of Award Management (SAM)¹⁵. You must have a DUNS number prior to registering with SAM. Subrecipients must provide proof of SAM registration prior to the execution of a Subrecipient Agreement. This is required when federal funds are being utilized. **Any contractors/service providers hired for the programs must also have an active registration with SAM prior to start or expenditure of funds.**

APPLICANT INFORMATION

Agency/Organization Name:

Director/Executive Contact Name:

Grant Contact Name:

Fiscal Officer Name:

Contact E-Mail Address:

Telephone Number:

Fax Number:

Mailing Address:

Physical Address, *if different from mailing address:*

Web Address:

Is Agency/Organization:

Non-Profit

501(c)(3) Status:

Yes No

Registered Charity

Yes No

¹⁴ <http://fedgov.dnb.com/webform> - Register for a DUNS number

¹⁵ www.sam.gov - Register within SAM

Registration Numbers:

Federal EIN/TIN #: (##-#####)

DUNS #: (##-###-####)

Unique Entity Identifier (UEI):

Is organization currently registered in the federal System for Award Management (SAM) and opted-in for public view? Yes No

Select the type of project proposed. Select the one most applicable) ¹⁶

- Public Services
- Public Facilities and Improvements
- Temporary Emergency Rental Assistance
- Other (*Describe*)

PLEASE PROVIDE THE HUD CDBG MATRIX CODE MOST APPLICABLE TO YOUR PROPOSAL: _____

Use Matrix Code Definitions found here: ¹
<https://files.hudexchange.info/resources/documents/Matrix-Code-Definitions.pdf>

1. Program Summary - **Briefly summarize the program for which the CDBG funding has been requested. Please provide a summary as to how your organization proposes to provide this scope of services SPECIFIC to the residents of Brick Township. Please add text below:**

¹⁶ <https://files.hudexchange.info/resources/documents/Matrix-Code-Definitions.pdf>

2. Use of Funds - **How will the funds be utilized? Please provide a description of the funds to be utilized for salary, overhead, direct services, in-kind services, etc. Please add text below:**

3. Accomplishments - **Once the project is completed, how can its success be measured? Please add text below:**

PROGRAM INFORMATION

Programs receiving funding from the Township at this time (during the current program year):

How much CDBG funding was awarded?: _____

Is this program receiving any other funding from the Township of Brick? Yes No

If yes, how much was received and from what source?

Amount: _____

Source: _____

PROGRAM BENEFICIARIES

Applicant must be able to document that the program benefits low- and moderate income persons.

1. How many low- and moderate-income persons are expected to be assisted?

PRESUMED BENEFIT:

Activities that exclusively serve a group of persons in any one or a combination of the following categories may be presumed to benefit a population in which at least 51% of the population is low- and moderate-income.

1. Will all of the program's beneficiaries be in a Presumed Benefit Category? Yes No
2. How many persons in each presumed category are proposed to be assisted if funding is received?

Elderly Persons	Homeless Persons	Persons living with AIDS	Illiterate Adults	Battered Spouses	Abused Children	Severely Disabled Adults

LINE ITEM BUDGET

Please use the following format to present your **proposed** line item budget.

<u>Expense Category</u>	<u>Total Program Budget</u>	<u>Portion</u>	<u>Other Funding Source</u>	<u>Other Funds Amount</u>
Purchases centered around CDBG program:				
<u>Final Total</u>				

Please provide an explanation for any unusual budget expenditures listed in the line item budget above.

Additional pages can be attached to this form.

PROJECT LEVERAGING

CDBG Funding Requested: \$ _____

Other Federal Funds: \$ _____

State Funds: \$ _____

Local Funds: \$ _____

Private Funds: \$ _____

Other: \$ _____ *If a non-zero amount is specified for "Other" funds, a description must be entered.*

Description:
(i.e. donations, fees, fundraiser, grant) _____

PROJECTED IMPLEMENTATION SCHEDULE WITH PERFORMANCE GOALS

Projected Start Date: _____ Targeted Completion Date: _____

Activity Description	Start Month/Year	End Month/Year	Performance Measurement Goal
<i>Example: Provision of food to individuals</i>	<i>Ex: July 2022</i>	<i>Ex: June 2023</i>	<i>Ex: New or increased public service</i>

AGENCY / ORGANIZATION INFORMATION

FINANCIAL INFORMATION

1. During the last fiscal year did your agency/organization spend \$750,000 or more in federal financial assistance? Yes No
 - *The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards issued by the federal Office of Management & Budget (OMB) requires that any organization that expends \$750,000 or more in federal financial assistance in a fiscal year must secure an annual audited financial statement .*
2. What level of financial review does your agency/organization obtain from an independent source?
Select from the following options:
 - Single Audit
 - Reviewed Financial Statement
 - No independent review
 - Audited Financial Statement
 - Compiled Financial Statement
 - Other: (Describe) _____
3. What period was covered by your most recent financial review?

4. Has your agency/organization received Township of Brick funding in the past two years? Yes No
If yes, please provide a brief explanation below of the purpose and amount of Township funding.

ACCESSIBILITY OF PROGRAMS AND SERVICES

1. How will you provide services to persons with Limited English Proficiency?

2. How will you provide services to persons with disabilities and/or ADA accessibilities?

CERTIFICATIONS

GENERAL CERTIFICATIONS

The information, exhibits, and schedules contained in this application are true and accurate statements and represent fairly the financial condition of our agency/organization. Our agency/organization is eligible to receive federal funding and has not been placed in a debarred or otherwise ineligible status under the provisions of 24 CFR Part 24¹⁷. Our agency/organization prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.

I, the duly authorized representative of the applicant agency/organization, certify that the foregoing statements are true to the best of my knowledge and belief:

Signature of the Executive Authority

Date

Print Name

Title

¹⁷ <https://www.govinfo.gov/app/details/CFR-2012-title24-vol1/CFR-2012-title24-vol1-part24>

CERTIFICATION OF NO SUPPLANTED FUNDING & NO DUPLICATION OF BENEFITS

Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds. Federal funds *may not* supplant/displace existing funds for a project and its individual sub-activities, including staff costs and general operating costs. HUD requires each grantee to have procedures in place to prevent the duplication of benefits when it provides financial assistance with CDBG funds. Grant funds *may not be used* to pay for a particular cost if another source of financial assistance is available to fully pay for that same cost.

Agency certifies that:

1. CDBG funds, if awarded, will not supplant or leverage funds received from other federal, state or local government sources, or funds independently generate by the expenditures from other federal, state, or local sources or funds independently generated by the subrecipient agency;
2. The Sub recipient will provide documentation and information relative to all other funding sources for the project associated with this grant; and
3. The Sub recipient certifies that it will not duplicate benefits from this or any other funding source and if is found to do so, understands they will be required to pay back the funds to the Township of Brick.

I, the duly authorized representative of the applicant agency/organization, certify that the foregoing statements are true to the best of my knowledge and belief:

Signature of the Executive Authority

Date

Print Name

Title