



Steven M. Fulop, Mayor
CITY OF JERSEY

September 13, 2013

DEPARTMENT OF
Housing, Economic Development & Commerce
Division of Community Development
30 Montgomery Street, 4th Floor, Jersey City, NJ 07302
Phone: (201) 547-5916
Fax: (201) 547-5104

2014 HUD ENTITLEMENT GRANT APPLICATIONS

Dear Applicant:

This correspondence accompanies application kits for program year 2014 Department of Housing and Urban Development (HUD) Entitlement Grant funding. The following grants are part of this application kit: Community Development Block Grant (CDBG); HOME Investment Partnerships Program (HOME); Emergency Solutions Grant (ESG) and Housing Opportunities for Persons With AIDS (HOPWA). It is important that you follow the instructions provided in the application package, as well as the following requirements:

1. Your application must be 100% complete.
2. You must submit an original and one (1) copy (unless otherwise noted in the application) of each application on or before October 18, 2013. Applications received after this date will **not** be considered for funding.
3. You must submit one copy of your agency's most recent audited financial statements with your application (CDBG, HOPWA and ESG). Should your audit contain questioned costs or material weakness findings, it may disqualify your agency from receiving federal funds. Because fiscal responsibility is so important, any application without an audit **will not be accepted**. If your organization is newly incorporated, the required audit / financial statement may be waived.
4. You must submit all of the items listed on the "Grant Application Checklist". (CDBG, HOPWA, and ESG)
5. You must detail how clients will benefit from your project. This is essential to comply with HUD's performance measurement requirements. Performance measurement is a process of identifying outcomes and measuring whether outcomes were achieved. Specifically, it tells the story about how your project will change existing conditions. This information is to be included in the objectives / outcomes section of your application. (CDBG, HOPWA and ESG)
6. You must identify how the proposed project is addressing priorities identified in the City's Annual Action Plan. Annual Action Plan priorities are noted below.

Projects that address the following priorities identified in the Annual Action Plan will receive priority.

I. **SOCIAL SERVICES** will be prioritized in the following order:

Youth (up to age 18):

After School Academic Enrichment; Counseling (Conflict Resolution and Substance Abuse); Guidance or Mentoring; Structured Recreation, Educational Workshops and the Arts (Cultural Enrichment).

Immigrants: Information and Referral, Translation and Literacy Services

Senior Citizens: General Social Services; Health Services and Basic Needs (Housing, Health Care and Food).

Disabled Persons: Basic Needs (Housing, Health Care, and Food), Educational Training and Skills Development.

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Formerly Incarcerated Persons: Employment Training geared for available jobs; Counseling (Mental Health Care, Substance Abuse); Basic Needs (Housing, Health Care and Food), Parenting Skills and Legal Services. Agencies that have documented success in placing clients will be viewed more favorably. Also, priority will be given to organizations providing services to Young Adults (ages 18 – 24).

Adults (Working Poor/ Low Income): Basic Needs (Housing, Health Care and Food); Skills Training /Literacy; Counseling (substance abuse and conflict resolution) and Child Care Services.

Homeless / Special Needs Population: Services tied to new supportive housing units for homeless and special needs populations.

Veterans: Employment training geared for available jobs and life skills training.

Creation of employment opportunities tied to existing jobs: All employment training requests must contain proof of partnerships/collaborations with other organizations for the purpose of creating jobs. Also, employment training requests must contain documentation of job placement success.

II. PUBLIC FACILITY/ CAPITAL IMPROVEMENTS will be prioritized as follows:

1. Street and Sidewalk Improvements
2. Existing Parks and Recreational Facility Improvements
3. Creation of Parking Facilities
4. Street Light Improvements
5. Water and Sewer Improvements
6. Creation of New Community Center(s)*
7. Creation of New Parks and Recreational Facilities

*An operating plan documenting the strategy for financial sustainability of the center / facility must be submitted along with your CDBG Capital Improvements / Public Facilities application.

Projects will be prioritized based on the following criteria:

- Low / Moderate income areas
- Redevelopment areas
- Urban Enterprise Zones

III. HOUSING will be prioritized as follows:

A. **Rental Housing:**

- New construction of rental housing in areas most affected by foreclosures
- Substantial rehabilitation of rental housing in areas most affected by foreclosures

Targeting the following populations:

- Large families
- Low Wage Earners (Working Poor)
- Senior Citizens
- Disabled Individuals

Note: Applicants wishing to apply for CDBG funds for multi-family housing rehabilitation must complete the HOME Rental or HOME Ownership application and proforma worksheets.

B. Homeownership:

- New construction of home ownership units in areas most affected by foreclosures
- Substantial and moderate rehabilitation to preserve existing units in areas most affected by foreclosures

(Green building features and pre-purchase counseling are required components for all affordable housing units).

Projects that have the greatest neighborhood impact will receive priority

Projects that have mixed use elements in commercial corridors in need of continual investment will receive priority.

IV. HOMELESS SERVICES will be prioritized as follows:

- Provide homeless prevention and rapid rehousing assistance to very low income individuals and families
- Maintain community-based treatment facilities
- Provide emergency housing for homeless individuals and families utilizing available resources
- Provide housing-related services designed to prepare clients to become self-sufficient.

V. SPECIAL NEEDS PERSONS services will be prioritized as follows:

- Sustain housing units for senior citizens, disabled persons and persons with HIV/AIDS.
- Provision of rental assistance for special needs populations.

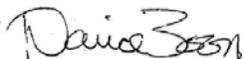
VI. ECONOMIC DEVELOPMENT will be prioritized as follows:

- Services to assist primarily low / moderate income residents to start or expand their own businesses, including incubators and micro-loans.
- Improved employment opportunities for working poor, unemployed and underemployed.
- Neighborhood commercial revitalization.

A technical assistance session will be held on Wednesday, September 25, 2013 at 6:00 P.M. at the Mary McLeod Bethune Life Center, 134-150 Martin Luther King Drive, Jersey City, New Jersey. Also, individual appointments for technical assistance may be made by contacting the Division of Community Development at 201-547-5916. These sessions are being held to assist organizations with the application process. **All applicants are strongly encouraged to attend one session of technical assistance.**

Please be advised that all applications and evaluation criteria are available at <http://jerseycitynj.gov/hedc.aspx?id=5332>. Best wishes and we look forward to working with you to build a better Jersey City.

Sincerely,



**Darice Toon
Director**

DT:sah

cc: Anthony Cruz, Director - HEDC

INSTRUCTIONS FOR COMPLETING THE Jersey City AHTF HOMEOWNERSHIP APPLICATION & PROFORMA

General Instructions

- A. You will only be able to enter information into yellow input cells.
- B. Complete the following worksheet roughly in the order corresponding to their numbering:
 - 0) Compliance Info & Cost Allocation
 - 1) Application
 - 2) Units & Sales Info
 - 3) Development Costs
 - 4) Construction Costs
 - 5) Summary Sources & Uses
 - 6) Range of Affordability
 - 7) Rental Analysis
- C. All worksheets above must be completed. Information on each worksheet is linked to other sheets.

0) Compliance Info

- A. This sheet informs you as to Jersey City's program & policy requirements. Review it to insure your project remains within Program Limits
- B. Once you've completed the rest of the application/proforma, enter the actual # of AHTF units in this sheet under "Cost Allocation" and insure your project has the minimum # of AHTF units and Low AHTF units

1) Application

- A. This is the general application form. It is approximately 7 pages long.
- B. Fill in all applicable yellow cells. Many sections will prompt you with drop-down menus.
- C. When you print a hard copy of this file, carefully read & sign the certifications on the final page.

2) Unit & Sales Info

- A. Enter unit information for each unit type, including estimated sales price.
- B. The worksheet will automatically calculate development costs per unit based once you completed the

3) Development Costs

- A. Enter development costs for the overall project. Note that construction costs are entered on the next
- B. The worksheet will automatically calculate the Development Subsidy needed.

4) Construction Costs

- A. For each individual address, enter detailed construction costs.
- B. Note Jersey City's % limits for overhead, general conditions & profits.
- C. After completing this sheet, check "Development Costs" to insure costs transferred properly.

5) Summary Sources & Uses

- A. Enter all permanent sources of permanent funding, debt, and equity.
- B. Enter all construction sources along with interest rates. Some may be identical to permanent sources.
- C. Check to be sure permanent sources = uses and that construction sources = uses.
- D. Enter any additional information you wish to provide Jersey City in the "Developer's Notes" section at the bottom of the sheet.

6) Range of Affordability

- A. Fill in all applicable yellow cells to project the household(s) to whom you will sell homes.
- B. Enter the requested AHTF Direct Buyer Assistance.
- C. Be sure your projected scenario remains within the City's limits and housing to income ratios.

7) Rental Analysis

- A. This sheet estimates how your project will perform as a AHTF rental property if not sold within 6 months of receiving a Certificate of Occupancy.

How to Apply

- 1) Email this electronic application/proforma in Excel to:
Darice Toon, Director: darice@jcnj.org
and Rodney Hairston, Real Estate Officer: hairstonr@jcnj.org
- 2) Mail a hard copy of this application/proforma along with the Required Attachments listed above to:
Ms. Darice Toon, Director
City of Jersey City
HEDC / Division of Community Development
30 Montgomery Street - Suite 404
Jersey City, NJ 07302

Unit Type: Row House/Garden Apartment (Rowhouse/Townhouse)							
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas b. Bottle Gas c. Oil d. Electric						
Cooking	a. Natural Gas d. Electric						
Other Electric/Lighting							
Water Heating	a. Natural Gas c. Oil d. Electric						
Water:							
Sewer:							
Trash Collection							
Range/Microwave							
Refrigerator							

Utility Allowances for Tenant-Paid Utilities

Source:

Date Updated:

Unit Type:							
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas b. Bottle Gas c. Oil d. Electric						
Cooking	a. Natural Gas d. Electric						
Other Electric/Lighting							
Water Heating	a. Natural Gas c. Oil d. Electric						
Water:							
Sewer:							
Trash Collection							
Range/Microwave							
Refrigerator							

Utility Allowances for Tenant-Paid Utilities

Source:

Date Updated:

Unit Type:							
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
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Cooking	a. Natural Gas d. Electric						
Other Electric/Lighting							
Water Heating	a. Natural Gas c. Oil d. Electric						
Water:							
Sewer:							
Trash Collection							
Range/Microwave							
Refrigerator							